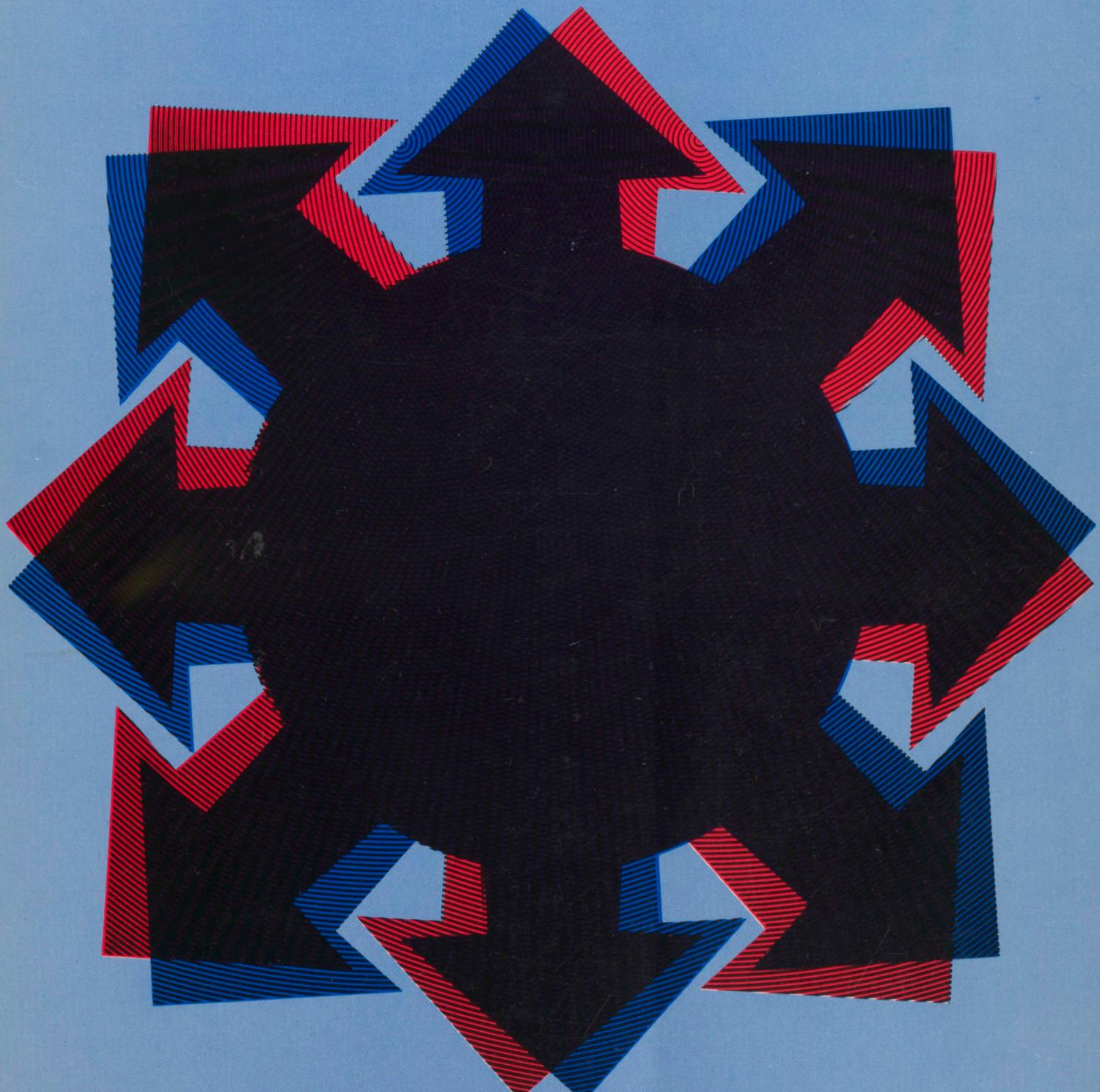




a Guide to LABOUR STATISTICS

Australian Bureau of Statistics





A GUIDE TO LABOUR STATISTICS

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AUSTRALIAN BUREAU OF STATISTICS

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PREFACE

This is the first issue of *A Guide to Labour Statistics*. The Guide grew from a recognition by the ABS that a comprehensive overview of the concepts, methodology and sources of ABS labour market data was needed by users and that the linkages between various series should be easily seen. There is obviously great practical use in such a document for those interested in making comparisons between labour statistics series or when attempting to reconcile such series.

This Guide is issued as a companion volume to the annual ABS publication entitled *Labour Statistics, Australia* (ABS Catalogue No. 6101.0).

Throughout the Guide, the Australian standards on labour statistics are presented and discussed in relation to international conventions and recommendations. During this process, published material of the International Labour Organisation (ILO) has been used extensively, and often specifically quoted. The ABS gratefully acknowledges the use of this material.

The issue of this Guide follows the adoption by the International Labour Conference, at its 71st Session in Geneva in June 1985 of Labour Statistics Convention, 1985 (No. 160) and Labour Statistics Recommendation, 1985 (No. 170). The new Convention and Recommendation lay down principles, obligations and recommendations for the collection and publication of labour and related statistics in the fields of employment, unemployment, earnings, hours of work, wage structure and distribution, labour costs, consumer prices, household income and expenditure, occupational injuries and diseases, and industrial disputes. The new Convention replaces the Convention on Statistics of Wages and Hours of Work, 1938 (No. 63).

It is intended that future editions of the Guide will be issued periodically in the light of developments occurring in the labour statistics field.

I also take the opportunity to thank Mr Bernie Hanslow and Ms Michelle Hannaford of the ABS Sydney office for their considerable efforts made in the preparation of this publication.

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January 1986

INTRODUCTION

In general, labour statistics relate to the labour market or the conditions under which people participate in that market. Labour statistics are used to measure social and economic interactions of a community and to provide specific measures or indicators of the performance of the economy. Employment can be considered as a productive input, a source of income, a means of integrating individuals into a society, a means of developing an individual's knowledge and skills, and a time-use activity.

This Guide presents an overview of the data available on the labour market, describes the principal sources of labour statistics, and comments on the comparability of related data from different sources, within a structure relating to subject matter topics and items.

In Chapter 1 the international and Australian development of the labour force framework is traced and discussed. This provides the structure for Chapters 2 to 4 on employment (including underemployment), unemployment and persons not in the labour force. Selected socio-demographic characteristics of the population are also discussed in Chapter 1.

Similarly, in Chapter 5 the international recommendations for a system of wages and related statistics are presented and used as a framework against which the Australian statistics on award rates, earnings, income and non-wage benefits, and labour costs are discussed (in Chapters 6 to 8).

A chapter (Chapter 9) has been included on the use of price indexes in the adjustment of wages, as these indexes have traditionally played an important role in this regard, both internationally and in Australia.

The remaining topics have also been presented against a background of the internationally recommended standards wherever possible and appropriate.

Information on the dissemination of the labour and related statistics covered in this Guide is presented in the Appendixes. The first of these provides an outline of the various methods of dissemination. Appendix II lists the collection sources for the ABS concepts covered in the Guide, whilst Appendix III lists the relevant publication titles associated with these collections.

Comments on the usefulness of this publication and suggestions for further improvements would be welcomed. Correspondence should be addressed to:

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ABBREVIATIONS USED

ABS	Australian Bureau of Statistics
AIDA	Australian Industries Development Association
ARPI	Award Rates of Pay Indexes
ASCO	Australian Standard Classification of Occupations
ASIC	Australian Standard Industrial Classification
AWE	Average Weekly Earnings
AWOTE	Average Weekly Ordinary Time Earnings
BCA	Business Council of Australia
BLMR	Bureau of Labour Market Research
CES	Commonwealth Employment Service
CPI	Consumer Price Index
DEIR	Department of Employment and Industrial Relations
DSS	Department of Social Security
EEH	Survey of Employee Earnings and Hours
ICLS	International Conference of Labour Statisticians
ILO	International Labour Organisation
ISCLC	International Standard Classification of Labour Costs
LFS	Labour Force Survey
LGA	Local Government Area
MPS	Monthly Population Survey
SEE	Survey of Employment and Earnings
SNA	System of National Accounts
SSS	Special Supplementary Survey

CHAPTER 1

THE LABOUR FORCE FRAMEWORK

1.1 The labour force (the employed plus the unemployed), as the economically active segment of the population, is vital to the continuance of a nation's economic development. Thus, not only is it important to monitor the size and composition of the labour force and its components, it is also necessary to maintain an awareness of trends in factors determining its size and composition. In this context, statistics of relevance are those on the economically active population (including age and sex composition); labour force participation; labour force status; entry and re-entry to the labour force; exits from the labour force; gross flows in the labour force; labour mobility; labour force experience; and other characteristics of a socio-demographic nature.

1.2 While socio-demographic statistics do not fall within the narrow definition of labour statistics (which may be taken to mean labour market statistics only), such data are necessary in the analysis of the economically active population and to identify and understand demographic trends and social changes which are likely to have an impact on future labour markets. Hence, besides a discussion of labour statistics, a brief outline of significant socio-demographic concepts and definitions is also contained in this chapter of the Guide.

HISTORICAL BACKGROUND

International

1.3 When considering the evolution of labour force statistics in Australia, it is appropriate to view it in an international context, particularly in relation to developments in the United States of America (USA) and the recommendations of the International Labour Organisation (ILO).

1.4 The earliest approaches to measuring the labour force in the USA were developed at the turn of the century and were based on the 'gainful worker' concept, which relied on determining a person's usual occupation. There was no question of whether the respondent was actually working in that occupation and hence there was no attempt to measure the number of employed or unemployed persons. Also, new entrants seeking jobs were not included in the labour force.

1.5 The economic downturn of the 1930's focused attention on the need for frequent and reliable data on unemployment and a distinction between the employed and unemployed within the labour force. Experimentation with techniques and procedures for labour force measurement in the USA culminated in the launch, in 1940, of a sample survey known as the Monthly Report on the Labour Force (later the Current Population Survey) incorporating concepts and definitions which were consistent with the boundaries of production adopted for national accounting systems also developed at this time. The survey was based on the 'current activity' concept, which measured a person's labour force status (i.e. as employed, unemployed or not in the labour force) according to his/her activity at or just prior to the date of enumeration.

1.6 In 1961, a committee of experts known as the President's Committee to Appraise Employment and Unemployment Statistics (also known as the Gordon Committee — after its chairman Professor Robert A. Gordon) was appointed to undertake a thorough review of labour force concepts and definitions and the sources of labour market information. The committee made over 200 recommendations of which the most important related to refining labour force definitions, including specifically defining the nature of job search and availability criteria in determining unemployment. The committee also made recommendations relating to the expansion of data collected and, in this vein, were of particular significance in addressing the need to improve the information available on persons not in the labour force by identifying such groups as discouraged jobseekers and persons with marginal attachment to the labour force.

1.7 The developmental work done in the USA and later in other countries formed the basis for further progress carried out in this field by the ILO. The current international standards relating to statistics of the economically active population, employment, unemployment and underemployment are provided in a resolution of the Thirteenth International Conference of Labour Statisticians (ICLS) 1982. These standards replaced those adopted by the Eighth ICLS (1954) concerning statistics of the labour force, employment and unemployment and those contained in the resolution of the Eleventh ICLS (1966) on underemployment and the underutilisation of manpower.

1.8 The basic labour force classification of the population as employed, unemployed or not in the labour force (with the employed plus the unemployed forming the labour force), adopted by the Eighth ICLS, corresponded to that used in the USA's Current Population Survey. Allocation of persons to the categories of this classification was based on three main features:

- (a) the concept of 'activity', where a person above a specified age must work for pay or profit (employed) or be currently available and seeking work for pay or profit (unemployed) to be counted in the labour force;
- (b) the activity is recorded for a specific brief reference period; and
- (c) an implied priority rule which gives employment precedence over unemployment for measurement purposes.

1.9 The resolution of the Thirteenth ICLS (1982), however, defines the term 'economically active population' and identifies two measures of the economically active population. These are the 'usually active population' which is determined in relation to a long reference period such as a year and the 'currently active population' which is conceptually equivalent to the 1954 concept of the 'labour force' and which is measured in relation to a brief reference period such as one week or one day. See paragraphs 1.22 to 1.24 for definitions of these terms.

1.10 The issue of measuring and analysing underemployment in its various forms, first addressed in the Sixth ICLS (1947), was the major thrust of a resolution (adopted by the Eleventh ICLS (1966)), which distinguished two principal forms of underemployment — visible and invisible — without providing formal definitions of these concepts. The new international standards adopted by the Thirteenth ICLS (1982), which replaced part of the standards adopted by the Eleventh ICLS, provided guidance on the measurement of underemployment.

1.11 The resolutions of the 1982 ICLS which relate specifically to the concepts of employed, unemployed or the population not economically active (i.e. persons not in the labour force) are outlined in Chapters 2 to 4 of this Guide.

1.12 In summary, the latest international standards on the economically active population, employment, unemployment and underemployment are embodied in a resolution of the Thirteenth ICLS (1982). While retaining the basic approach to the measurement of the labour force, employment and unemployment which previously existed, the new standards provide:

- (a) a clear definition of economic activity;
- (b) a flexible framework for measuring the usually active population as well as the currently active population (the labour force);
- (c) a precise indication of how the usual activity status is to be ascertained;
- (d) improvements in the definition of employment;
- (e) a new definition of unemployment, particularly in respect of less developed countries;
- (f) the integration of the measurement of visible underemployment into a framework of employment and unemployment statistics;
- (g) the introduction of the concept of labour-time disposition for a combined measurement of the quantum of current unemployment and visible underemployment; and
- (h) guidelines for the analysis of the relationships between employment and income.

Australia

1.13 In Australia, the most comprehensive information on the labour force available prior to the 1960's was provided from population censuses. Information was collected on the basis of the 'gainful worker' concept. According to this concept, a person's labour force status was described in terms of whether or not his or her usual activity constituted what might be considered gainful work (that is, work for which a person may expect to obtain remuneration). There was no attempt made to distinguish whether a person was currently employed or unemployed.

1.14 Data on occupation (a difficult area in which to obtain precise information) and what was then called grade of occupation (i.e. employer, wage and salary earner, etc.) were first collected for some States in 1891 but it was not until 1911 that these data were collected in all States at the one time. Since that time, changes in the information collected have been made in almost every census.

1.15 In the 1947 Census the term 'work force' was defined as those 'at work' (i.e. employers, self-employed, employees (on wages or salary) and helpers (not on wages or salary)) and those 'not at work' (i.e. those persons who were unable to secure employment, temporarily laid off from their jobs and those not actively seeking work at the time of the Census on account of sickness or accident, industrial dispute, resting between jobs or for any other reason).

1.16 It was in the mid-1950's that the development of an Australian population survey commenced, primarily to provide comprehensive labour force estimates for intercensal periods. The labour force concepts and definitions adopted by the ABS for the Labour Force Survey (LFS) — formerly referred to as the 'Workforce Survey' — conformed closely with the international standards promulgated at the Eighth ICLS (1954) and, as such, were designed to ascertain a person's labour force status based on that person's actual activity during a specific reference period. The first of the quarterly population surveys was run in November 1960. The surveys were confined to State capital cities until February 1964, when they were expanded to cover the whole of Australia. Since February 1978 the surveys have been conducted on a monthly basis.

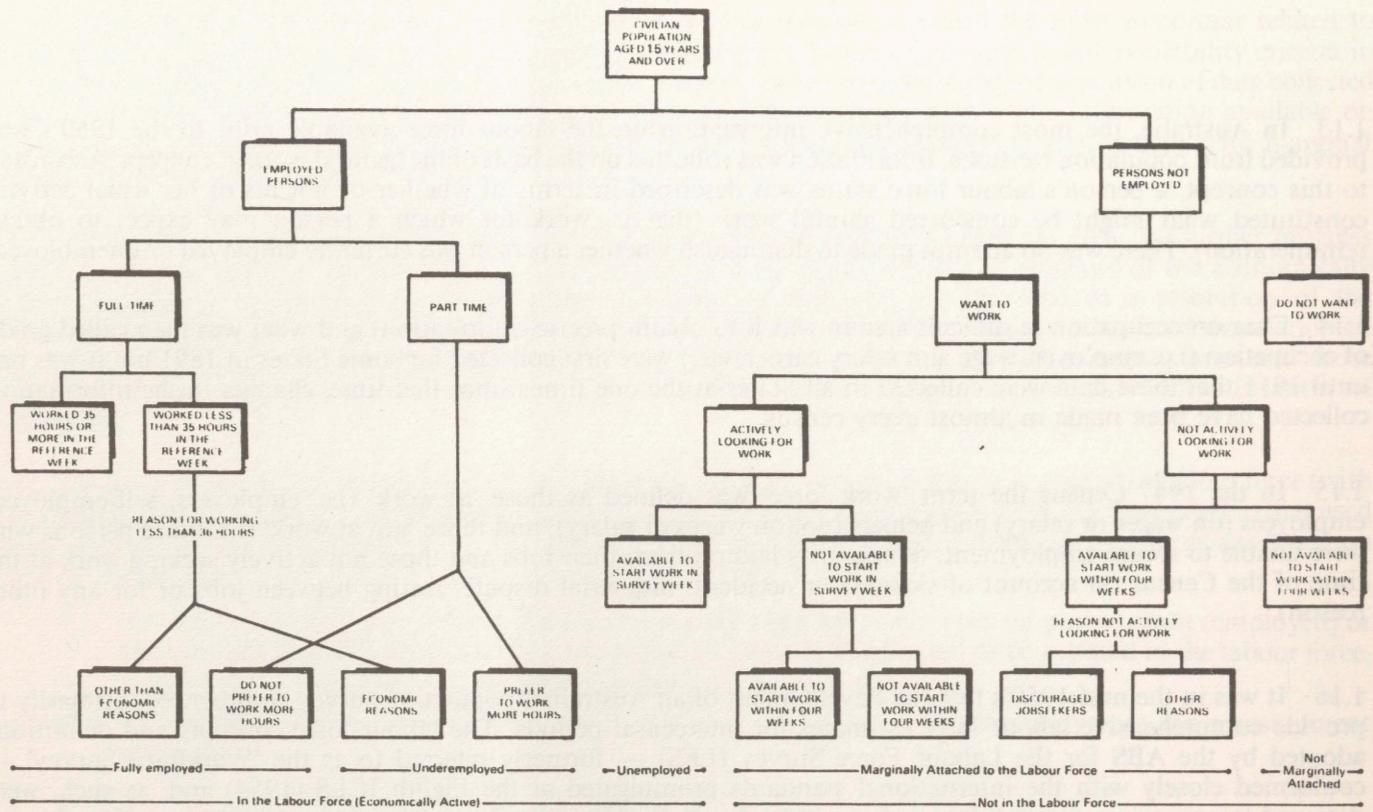
1.17 As a result of user demand and international developments, the current labour force model used in Australia is much more detailed than that originally used in the 1960's. Increasing demand for data on underemployment and 'hidden' unemployment has led to a review of the appropriateness of the original concepts and, as a result of this review, the framework used in Australia has now been refined so as to provide a more useful set of data.

1.18 The history of the collection of data on unemployment varies slightly from that given above and is worth mentioning separately here. Data on unemployment have been collected in one way or another in every population census since 1911. In 1912, a collection of information relating to unemployment among trade unionists was initiated when officials of trade unions throughout Australia were asked to supply particulars for that year and for previous years back to 1891. The figures provided percentages of unemployment among trade unionists. However, the membership of reporting unions generally represented only 25 to 30 per cent of all wage and salary earners. After the establishment of the Commonwealth Employment Service (CES) in 1945 (and the availability of CES unemployment statistics) the trade union percentages were relied on less and less and publication was discontinued after the December quarter 1952. Unemployment data have also been collected in the population surveys since their inception in the 1960's.

THE LABOUR FORCE CONCEPTUAL FRAMEWORK

1.19 The conceptual framework of the labour force, currently used in Australia, (see Diagram 1 on page 4) has been developed as a result of the need to reflect the dynamic structure and characteristics of the labour market, and to respond to changes in socio-economic conditions and policy concerns. The framework is compatible with the standards for labour force classification recommended by the International Labour Organisation (ILO).

DIAGRAM 1. THE AUSTRALIAN LABOUR FORCE FRAMEWORK



1.20 The international recommendation is to determine the labour force status of persons of working age (in Australia aged 15 and over) in terms of their actual activity during a specified brief period of time (usually one week). Only work which contributes to national output as defined for national accounting purposes (see Chapter 13) is considered to constitute employment. Employed persons may also be described as fully employed or underemployed (see paragraphs 2.43 to 2.48). A person is unemployed only if he or she is not classified as employed and is searching for and available for work. Persons who are classified as either employed or unemployed are said to comprise the labour force. All other persons are considered to be not in the labour force, including discouraged jobseekers and other persons marginally attached to the labour force (see Chapter 4).

ABS CONCEPTS AND DEFINITIONS — LABOUR FORCE

1.21 The concepts defined in this section of this chapter are concepts which are applicable to the labour force as a whole. Concepts which are specific to a particular labour force category are dealt with in the chapter on the category concerned.

Economically active population

1.22 The concept of the economically active population adopted at the Thirteenth International Conference of Labour Statisticians (ICLS) in 1982 relates to persons who furnish the supply of labour for the production of economic goods and services (i.e. those which fall within the boundaries of production adopted for national accounting purposes). In respect of these boundaries, unpaid family helpers and unpaid community and volunteer services require special consideration; see paragraphs 1.25 and 1.26 for details. The economically active population can be measured as 'currently active' or 'usually active'.

Currently active population

1.23 The concept of the currently active population adopted at the 1982 ICLS is conceptually equivalent to the labour force, i.e. the employed plus the unemployed. In Australia, persons aged 15 and over are classified to these categories in terms of their actual activity during a specified brief reference period. Detailed definitions of the labour force and its component categories, given in Chapters 1, 2 and 3, conform closely to those recommended by the ICLS except in respect of unpaid family helpers (see below).

Usually active population

1.24 The usually active population, as defined at the 1982 ICLS, comprises all persons above a certain age who were employed or unemployed during the major part of a longer reference period such as the preceding 12 months or the preceding calendar year. In Australia, a supplementary topic entitled 'labour force experience' has been conducted in conjunction with the February LFS for many years. Considerable information is collected on duration of employment and time spent looking for work in the previous 12 months on a basis conceptually compatible with the 'usually active population'.

Unpaid family helpers

1.25 Consistent with the definition of economically active shown in paragraph 1.22 above is the inclusion, in this category, of unpaid family helpers. The 1982 ICLS recommendation is to include unpaid family helpers as employed if they did some work (at least one hour) during the reference period or, if a higher minimum time criterion is used, to identify and separately classify those who worked less than the prescribed time. The practice in Australia, which is based on recommendations of an earlier ICLS, is to include helpers as employed if they worked 15 hours or more in the reference period.

Unpaid community and volunteer services

1.26 In Australia, unpaid community and voluntary work are disregarded for the purposes of labour force classification in both the LFS and the Census of Population and Housing. Supplementary collections on voluntary welfare services have been conducted in both Victoria and Queensland (see paragraphs 4.13 and 4.14). This treatment is consistent with the treatment of persons who are 'not economically active but who are contributing to output and welfare' as promulgated by the ILO at the Thirteenth ICLS (1982). The ILO's standpoint is that these persons should be recognised in a system of employment and related statistics. However, to extend the concept of work (for the measurement of the economically active population) beyond the boundaries of production set down by the United Nations System of National Accounts would weaken the concept of economically active. It is therefore desirable that, where the contribution to output by this group is significant, they should be identified and accounted for in separate statistics.

Labour force status

1.27 Labour force status relates to the basic labour force classification of the population as employed, unemployed or not in the labour force. The labour force comprises the employed and the unemployed. This classification conforms closely to international standards and is based on a person's current activity. Definitions of concepts relating to this classification are provided in the appropriate chapters in this Guide.

Labour force participation rate

1.28 An important labour force measure is the labour force participation rate, which for any group is the labour force component of that group expressed as a percentage of the civilian population aged 15 and over in the same group. Participation rates provide the basis for monitoring changes in the size and composition of the labour supply.

Entry (and re-entry) to the labour force

1.29 Major sources of labour force growth occur through the entry of leavers from educational institutions and from net overseas migration. In addition, some persons re-enter the labour force after a period of absence (e.g. women who have been looking after children). Data considered relevant to entrance to the labour force include (in addition to basic labour force and demographic variables) educational qualifications, labour force experience and intentions, and nature of job search.

Exit or retirement from the full-time labour force (see paragraph 2.13 for a definition of 'full-time')

1.30 The major reason for departure from the full-time labour force is the retirement of older workers. However, there are other significant withdrawals, most notably temporary exit to study and short or long term departure to care for children. In addition, in times of economic downturn, persons wanting work may not search for work because of the belief that jobs are not available (discouraged jobseekers). Withdrawal from the labour force in such circumstances may be either temporary, or permanent in the case of workers nearing retirement age. Data considered relevant to exits from the labour force include (in addition to basic labour force and demographic variables), labour force experience, educational qualifications, major activity, source of income, housing arrangements, and reason for leaving the labour force.

1.31 Data on persons who have retired from full-time work are collected as a supplementary topic to the LFS which was last run in September 1983. The following definitions apply to that survey:

- (a) *retired from full-time work* — a person who has retired from full-time work is a person who has had a full-time job at some time and who has ceased full-time labour force activity (i.e. is not working full-time, is not looking for full-time work and does not intend to look for, or take up, full-time work at any time in the future);
- (b) *retired from full-time work early* — a person who retired from full-time work early is a person who retired from full-time work at age 45 or over but before the age of 60, if female, or 65 if male;
- (c) *retirement scheme* — a retirement scheme includes superannuation schemes, life assurance policies or similar schemes that provide a financial benefit when the person leaves full-time work;
- (d) *superannuation scheme* — a superannuation scheme is any fund, association or organisation set up for the purpose of providing financial cover for members when they retire;
- (e) *life assurance policy* — a life assurance policy is any endowment policy covering the life of a person which matures when he or she leaves full-time work.

Labour force experience

1.32 Statistics on labour force experience are collected annually in association with the LFS. Data relate to the labour force experience of the civilian population aged 15 and over during the previous twelve months and include information on the length of time people were working, looking for work or were out of the labour force and the number of spells during which they were looking for work. It is impractical to obtain information relating to a whole year which is strictly comparable with the data obtained in the LFS for which there is a brief reference period. For the labour force experience collection a person is assigned to a labour force category for each of the weeks in the year on the basis of a set of questions which are less detailed than those used in the LFS. Hence for labour force experience, the concepts 'worked' and 'looked for work' are used instead of the more rigidly defined concepts 'employed' (see paragraph 2.4 for details) and 'unemployed' (see paragraph 3.5 for details). In the most recent survey on labour force experience (in February 1985) the following definitions applied:

- (a) *worked* — persons who worked are those persons who, for those weeks, reported having either worked or been on paid leave; periods of one week or more on strike or time off without pay are not classified as 'worked';
- (b) *looked for work* — persons who looked for work are those persons who, for those weeks, reported having been out of work and looking for a job;
- (c) *labour force* — persons in the labour force are those persons who, for those weeks, reported having either worked or looked for work as defined above;
- (d) *out of the labour force* — persons out of the labour force are those who, during any week, neither worked nor looked for work as defined above;
- (e) *job* — a job is defined as:
 - (i) employment as a wage or salary earner (or unpaid family helper) by a particular employer, in a particular locality; or
 - (ii) self-employment (with or without employees) in a particular locality;
- (f) *locality* — in capital cities and major towns, each suburb is considered to be a different locality.

Labour mobility

1.33 Statistics on labour mobility are collected annually, with the topic 'labour force experience', in association with the LFS. Data are collected for persons who had been employed at some stage over the preceding year with specific questions relating to the duration of their current job, whether they had changed jobs or not and the number of jobs held during the twelve-month period. It is impractical to obtain information relating to a whole year which is strictly comparable with the data obtained in the LFS for which there is a brief reference period. For the labour

mobility topic a person is assigned to a labour force category for each of the weeks in the year on the basis of a set of questions which are less detailed than those used in the LFS. Hence for labour mobility the concepts 'worked' and 'looked for work' are used instead of the more rigidly defined concepts 'employed' and 'unemployed'. For the definitions of 'worked', 'looked for work', 'labour force', 'out of the labour force', 'job' and 'locality' see paragraph 1.32 above. The term 'change of job' refers to either a change of employer without a change of job location; a change of location without a change of employer; or a change in both employer and location. The most recent survey on this topic was conducted in February 1985.

Gross flows

1.34 A recent development in the measurement of the labour force is the production from the LFS of statistics not only on the number of persons employed, unemployed and not in the labour force, but also of 'flows' between the categories. This is achieved by matching the records from one survey to the next. The analysis of gross flows provides an insight into the nature of changes in each of the labour force categories and highlights the changing nature of movements into and out of the labour force. For example, in a period of expanding job opportunities where unemployment is not declining, gross flow data may show that many persons previously classified as not in the labour force are now satisfying the criteria for being classified as unemployed. The analysis of gross flows data also provides a good indicator of trends and cyclical activity within the labour market.

Industry and Occupation Classifications

1.35 In ABS collections, industry is classified for statistical purposes according to the *Australian Standard Industrial Classification (ASIC)* (ABS Catalogue No. 1201.0 and 1202.0). The ASIC defines individual industries in the economy so that the scope of different collections can be specified without any gaps or overlap between them. The ASIC classification is broadly convertible to the International Standard Industrial Classification adopted by the United Nations' Statistical Commission.

1.36 Currently, occupation is mainly classified for statistical purposes according to the *Classification and Classified List of Occupations* (ABS Catalogue No. 1206.0). However, because of deficiencies with this and other occupation classifications, the Australian Standard Classification of Occupations (ASCO) is currently being developed as a joint project of the Department of Employment and Industrial Relations and the ABS. The ASCO First Edition, based on a 'kind of work' criterion defined primarily in terms of skill level and skill specialisation, will be published in about mid-1986. The new classification will be introduced for the 1986 Census of Population and Housing and for the LFS at about the same time and into other ABS collections and the CES as soon as practicable thereafter.

ABS CONCEPTS AND DEFINITIONS — SOCIO-DEMOGRAPHIC

1.37 Socio-demographic concepts and definitions of relevance to the labour force are those on the estimated resident population; the age and sex structure of the population; population growth rates and future trends (including the components of natural increase and overseas migration); internal migration; birthplace; marital status; family types and units; schooling and educational qualifications; the ratio of children and aged to the working age population; and other social, cultural and economic characteristics which determine labour force participation.

Estimated resident population

1.38 Estimated resident population is an estimate of the number of persons who usually reside in an area (Australia, a State, local government area, etc.) irrespective of whether they were actually residing outside that area on short-term basis. The concept of estimated resident population was introduced for the 1981 Census of Population and Housing, and estimates of resident population were compiled back to 1971. More detailed information on the concept of estimated resident population and of the previous conceptual bases of intercensal estimates of the population (using census counts on an actual location basis) is given in the ABS information paper entitled *Population Estimates: An Outline of the New Conceptual Basis of ABS Population Estimates* (ABS Catalogue No. 3216.0).

Estimated net migration (national and State)

1.39 Estimated net migration which can be described as the excess of arrivals over departures, is derived from:

- estimates of overseas migration, based on statistics of 'permanent and long-term' overseas migration with

an adjustment for category jumping to allow for 'short-term' movements becoming 'permanent and long-term' and vice versa; and

(b) estimates of interstate migration.

Overseas arrivals and departures: permanent, long-term and short-term movement

1.40 Statistics on overseas arrivals and departures are compiled by the ABS from information recorded on the Incoming and Outgoing Passenger Cards completed by overseas travellers for the Department of Immigration and Ethnic Affairs (see paragraphs 1.101 to 1.104). The statistics relate to the number of movements of travellers (rather than the number of travellers) during a given reference period. The following definitions apply:

- (a) *category of movement* — category of movement is primarily determined by the passenger's selection of his or her own category on the passenger card; this selection is accepted provided it is consistent with other information on the card;
- (b) *permanent movement* — permanent movement consists of movement of persons who, on arrival, state that they intend to settle in Australia (settlers) and persons who are Australian residents (including former settlers) departing permanently, i.e. those who on departure state that they do not intend to return to Australia;
- (c) *long-term movement* — long-term movement is defined as the arrivals of visitors and the temporary departures by Australian residents with the intention to stay, in Australia or abroad respectively, for twelve months or more, together with the departure of visitors and the return of Australian residents who had stayed, in Australia or abroad respectively, for twelve months or more;
- (d) *short-term movement* — movements of travellers whose intended or actual period of stay is less than twelve months are classified as short-term.

Characteristics of overseas arrivals and departures

1.41 The arrival and departure cards completed by overseas travellers (see paragraph 1.40 above) provide data on country of embarkation or disembarkation; country of birth, residence or citizenship; State or Territory of stay (for short-term travellers); occupation; State or Territory of intended residence; mode of transport (sea or air); main purpose of journey; and intended length of stay.

Status and characteristics of migrants

1.42 Information on the status and characteristics of migrants is obtained from a supplementary topic to the Labour Force Survey (LFS). In the last of these surveys, which was run in March 1984, the information related to migrants born overseas who were within scope of the LFS and who arrived in Australia after 1960 at the age of 18 or over. The following definitions applied:

- (a) *migrant* — a migrant is a person who was not born in Australia and who was a permanent resident of Australia at the time of the survey; a migrant could be sponsored to come to Australia or arrive unsponsored;
- (b) *sponsored migrant* — migrants who were sponsored include those who had family already in Australia who filled out papers for that person to come to Australia — these people are considered to have come to Australia under the Family Reunion criteria; others who were sponsored had an employer or some other person or organisation, other than the Australian Government, fill out papers for that person to come to Australia;
- (c) *unsponsored migrant* — migrants who were unsponsored include those who came to Australia under special eligibility criteria; this category includes persons who came to Australia as migrants who did not require a visa, or who had some entitlement to come to Australia such as New Zealanders; refugees were regarded as unsponsored and include any person who came to Australia under a refugee program; other persons who were unsponsored included, persons who applied in their own country to come to Australia, Australians born overseas, persons who came to Australia on a temporary visa, on a working holiday, as a student, etc., and had since gained permanent residence;
- (d) *wife accompanying husband* — if a wife arrived in Australia with her husband or within 12 months of the husband's arrival, then the wife was considered to be a wife accompanying husband;
- (e) *country of last residence* — Country of last residence was the country in which that person stated he/she last lived;
- (f) *State in which first settled* — State in which first settled was the State in which that person first lived for 12 months or more.

Standard demographic and labour force characteristics are also obtained from this survey.

Internal migration

1.43 The concept of internal migration covers both *intrastate movement* (moving within a State or Territory) and *interstate movement* (moving into and out of a State or Territory). The *mobility rate* is defined as the number of persons who had moved in the specified period (one year or five years) as a proportion of the relevant population at the end of that period.

Marital status

1.44 In the LFS, persons are classified as *married* or *not married*. Marital status is determined from information supplied by the respondent about the individual concerned and, where the person was reported as being married, about the living arrangements of persons usually resident in the household. Marital status does not therefore necessarily reflect legal status. Persons are classified as married if they are reported as being married (including *de facto*) and their spouse was a usual resident of the household at the time of the survey. The not-married category includes persons who have never married, or are separated, widowed or divorced, as well as those who (although reported as being married) did not have a spouse who usually lived in the household. Persons who live in a *de facto* relationship but do not volunteer this information when asked about their marital status are classified as not married. For some supplementary non-manpower topics, marital status may be classified as married, separated, divorced, widowed or never married.

1.45 For some special supplementary surveys, definitions may vary according to the requirements of the survey. For the survey conducted in 1982 which obtained information on 'families', the term married applied to persons who gave their marital status at the time of the survey as married. It included persons who described themselves as currently married but whose current spouse was not present in the same household at the time of the survey, not a usual resident of the dwelling or was outside the scope of the survey. Persons currently living in a *de facto* relationship were classified as never married or, as separated, divorced or widowed in relation to their most recent registered marriage.

1.46 The marital status classification used in the 1981 Census of Population and Housing was never married, now married, separated but not divorced, divorced or widowed. No instructions were given on how persons in *de facto* relationships were to respond. However, persons who reported themselves as married were classified as such even if they commented that the relationship was not registered as a marriage.

Families and types of families

1.47 Over recent years, the ABS has made available a considerable amount of data concerning families and their characteristics in the fields of income, demography, health and the labour force. Such data have been derived from the censuses of population and housing, and from an increasing number of population surveys in which information on family relationships has been collected. Family data are now compiled each month from the LFS and the following definitions apply:

- (a) *family* — a family is defined to consist of two or more related persons usually resident in the same household at the time of the survey; a family comprises a married couple or a family head (see below) together with any persons having any of the following relationships (including relationships by blood, marriage or adoption) to them:
 - (i) sons or daughters of any age, if not married and with no children of their own present;
 - (ii) other relatives if not accompanied by a spouse, sons or daughters, or parents of their own; or
 - (iii) any children under 15 years of age who do not have a parent present;
- (b) *married-couple families* — a family (as defined above) can contain no more than two married persons, and can contain two married persons only if these persons are husband and wife;
- (c) *other families* — other families are families other than married-couple families as defined above; from the definition of married and not married in paragraph 1.44 above, it can be seen that the heads of other families must (by definition) be not married; in addition to 'one-parent families', this category includes families in which there is no parent (for example a family head living with a brother or sister);
- (d) *not a member of a family* — persons are defined as not a member of a family if they are not related to any other member of the household in which they are living;
- (e) *living alone* — a person is considered to be living alone if he or she is the sole member of a household; thus, a person who is the sole occupant of a self-contained flat attached to another dwelling is considered to be living alone;
- (f) *family head* — the family head of an 'other family' is the parent in the case of a one-parent family or,

in the case of other groups of related persons, it is generally defined to be the eldest person in the family; no family head is defined for a married-couple family.

Note that the terms 'usually resident' and 'present' are synonymous.

1.48 Similar concepts and classifications to those shown above were used in a special supplementary survey on families, which was conducted in the period March to June 1982.

Family units

1.49 In the 1981 Census of Population and Housing, family relationships were defined on the basis of blood and marriage (including de facto) and were largely based on the nuclear (immediate) family.

1.50 In the context of a family unit, single persons may constitute a family (namely a primary family unit — see below). This treatment differs from the population survey approach where families are defined as consisting of two or more related persons. The definitions being developed for the 1986 Census of Population and Housing will, however, be aligned more closely with the population survey approach. The definitions shown below refer to the 1981 Census of Population and Housing.

1.51 So that family units can be identified for census purposes, a household head is designated for every household. A household is defined as a person or group of persons living together in a domestic unit with common eating arrangements.

1.52 *Primary family unit (PFU)* — the family of the household head is the primary family unit and may include:

- (a) the head of the household (and of the PFU) — where the head of the household is living alone, that person constitutes a 'single person' family;
- (b) the spouse (if present on census night) of the household head;
- (c) an 'unmarried child' of any age of the head and/or spouse of the family, unless accompanied by an offspring ('unmarried child' includes children never married, separated but not divorced, divorced or widowed);
- (d) any child (whether or not related to the household head) under 16 years of age with no parent present; such children are described as an 'other child' and can only be coded to a PFU;
- (e) lone parents and other older generation relatives of direct line relationship to the household head or his/her spouse, who are 30 years of age and over; not presently married; and without parent(s), spouse or child(ren) present on census night; and
- (f) sister(in-law) or brother(in-law) of the household head who are 16 years of age and over; not presently married; and without parent(s), spouse or child(ren) present on census night — these persons are coded as 'other family members' in a PFU.

1.53 *Secondary family unit* — if a private household contains more than one family unit, all family units other than the PFU are designated as secondary family units (SFU's). An SFU must consist of at least two persons. The possible combinations of an SFU are:

- (a) a married couple;
- (b) a married couple with their child(ren); and
- (c) a lone parent with his/her child(ren).

If both husband and wife are present in an SFU, the husband is designated family head. The lone parent is the head of a family comprising the lone parent and his/her child(ren).

1.54 *Non-family members* — non-family members who are occupants of private dwellings can be:

- (a) *related non-family members* — relatives 16 years of age and over of the household head, where it can be assumed that these relatives belong to a family unit outside the household, are coded as related non-family members;
- (b) *boarders* — a boarder in a private dwelling is a person who states his/her relationship to the household head as 'boarder'; a boarder who is less than 16 years of age without parent(s) present is coded to 'other child' of the PFU;
- (c) *other non-family members* — these are any persons (e.g. friends, guests, foster children, employees, etc.) 16 years of age and over, but without parent(s), spouse or child(ren) present, who cannot be allocated any other family relationship code.

1.55 A number of tables have been produced, from census counts, using persons with specific family characteristics, e.g. families with head and spouse; family heads; household heads; etc. as the table population.

Language usage

1.56 In a supplementary topic to the LFS conducted in May 1983 information relating to persons aged 15 and over who were in scope for the LFS, was obtained on the languages they first spoke, their current usage of these languages, and their understanding and usage of later acquired languages. Questions were also asked on the acquisition and use of English by persons whose first language spoken was a non-English language.

1.57 Information obtained from the 1981 Census of Population and Housing on this topic related to whether a person speaks a language other than English at home and, for those who do, how well that person speaks English.

Schooling

1.58 Statistics on students attending secondary schooling, especially those students in their final years of school, are of interest in relation to labour statistics because of the potential of these students for entry into the labour market. Statistics on students at school are obtained from a number of sources including the censuses of population and housing and the LFS (both in relation to those aged 15 and over), from certain labour force supplementary topics and from the National Schools Statistics Collection (which gives annual details of the sex, age and year of education of school students; see paragraph 1.106 below).

Persons attending school

1.59 In the LFS, persons attending school relates to non-institutionalised persons aged 15 to 20 who, during the survey reference week, were enrolled full-time at secondary schools. Data on persons who were enrolled at universities, colleges of advanced education, technical colleges, other tertiary educational institutions, and coaching and business schools are collected each July.

1.60 In the 1981 Census of Population and Housing, persons attending school are defined as those persons aged 15 and over who were still at primary or secondary school.

Education experience and intentions

1.61 In a special supplementary survey on education experience and intentions conducted in 1979, information was obtained on persons aged 14 to 20 years who were attending school Years 9 and above at the survey date and their intended activity in the year after leaving school. The activities options included doing an apprenticeship, full-time study, work and part-time study, or work and no study. In this survey the following definitions applied:

- (a) *school* — this refers to only primary and secondary schools; any form of tertiary attendance is excluded as are coaching or business schools regardless of whether they teach school subjects; included are secondary correspondence schools and schools of the air;
- (b) *type of school* — this refers to the governing authority of the school, that is, either government or non-government.

Government and non-government schools

1.62 Statistics on government and non-government schools were collected separately until 1983. From 1984 the two series were combined to form a National Schools Collection. For concepts and definitions used in the collection see the ABS publications entitled *National Schools Statistics Collection: Government Schools, Australia* (ABS Catalogue No. 4215.0) and *Non-Government Schools, Australia* (ABS Catalogue No. 4216.0).

Education: attendance, leavers, and attainment including persons with trade qualifications

1.63 When analysing labour force growth, structure and movements, statistics on educational qualifications and attainment are important, as generally the first step for an individual towards entering the labour force is when that person, who has been previously attending an educational institution full-time, leaves that institution and becomes available to the labour market.

1.64 Information on educational status is collected in a number of supplementary topics to the LFS. In the supplementary topics 'transition from education to work' and 'apprentices', run in May 1985, the following definitions applied:

- (a) *educational institution* — an educational institution is defined as any institution whose primary role is education; included are schools, universities, colleges of advanced education, public and private colleges, etc; excluded are institutions whose primary role is not education (for example, hospitals);

- (b) *full-time attendance* — persons are regarded as attending an educational institution full-time if they consider themselves to be attending full-time or if the institution which they are attending so classifies them;
- (c) *leavers* — leavers from educational institutions are persons who were full-time students at some time in the previous year but were not full-time students at the time of the survey;
- (d) *apprentices* — apprentices include only those employed persons aged 15 to 34 who indicated in the survey that they were apprentices;
- (e) *field of trade* — the field of trade is derived from information provided by apprentices on their occupation.

1.65 In the supplementary topic 'educational attainment', run in February 1985, the following definitions applied:

- (a) *persons with a post-school qualification* — these are persons who have left school and have indicated, as their highest qualification, one of the following:
 - (i) *degree* — a bachelor degree (including honours), a graduate or post-graduate diploma, masters degree or a doctorate;
 - (ii) *trade; technical or other certificate* — completion of an approved trade/technician apprenticeship or training course, other certificate or diploma in secretarial or business studies, administration, teaching, nursing, etc.;
 - (iii) *other* — completion of other post-secondary education, e.g. adult education, preparatory/bridging course or hobby course;
- (b) *highest level of secondary schooling* — highest level of secondary school available refers to the highest level of secondary schooling (or equivalent) offered by the education system at the time the respondent left school.

1.66 For the topic 'career paths of persons with trade qualifications', which was conducted in September to November 1982 as part of a special supplementary survey, the following definitions applied:

- (a) *trades qualified person* — a trades qualified person is a person aged 18 and over and:
 - (i) who has completed in Australia an apprenticeship in one of the fields of trade listed on the questionnaire; or
 - (ii) who has been recognised under the Tradesmen's Rights Regulation Act 1946 in the metal or electrical fields;
- (b) *field of trade* — respondents indicated, from a list of nine categories, which best described their field of trade;
- (c) *year in which qualified* — respondents covered in (a)(i) above were asked in what year they qualified; respondents covered in paragraph (a)(ii) above were asked in what year their qualifications were recognised under the Tradesmen's Rights Regulation Act;
- (d) *works as a tradesperson* — comprises persons who work in their own business as a tradesperson or who only use some trade skills plus employees who work as a tradesperson; employees who only use some trade skills, e.g. in supervisory roles (foremen/women, inspectors, etc.) or an advisory capacity (salespersons, buyers, etc.) are separately shown as 'uses some trade skills'.

1.67 In the 1981 Census of Population and Housing, the level and field of study of the highest post-school qualification obtained were coded to a standard classification. The framework for this classification is the International Standard Classification of Education prepared by the United Nations Education, Scientific and Cultural Organisation, which has been modified to reflect more appropriately the Australian education system.

1.68 Six levels of qualifications are identified in the classification of qualifications and, as far as practicable, the fields of study listed within each level are the same. These levels are:

- (a) *higher degrees* — conferred by a university or college of advanced education in recognition of studies at doctorate or master level;
- (b) *graduate diploma* — conferred by a university or college of advanced education following the equivalent of about one year of full-time study generally beyond the bachelor level but not reaching master level;
- (c) *bachelor degree* — conferred by a university or, in the case of any other institution, following a period of study which is recognised by the State accrediting authority as leading to a degree;
- (d) *diploma* — conferred by tertiary institutions and professional associations following substantial advanced study beyond matriculation;
- (e) *certificate, trade* — formal recognition of competence in a skilled occupation which is usually obtained through an apprenticeship and may include post-trade study; and
- (f) *certificate, other* — certificates issued by colleges of technical and further education and business colleges

in recognition of competence in a para-professional occupation or skilled occupation other than that ascribed to a trade.

Aboriginality

1.69 Various definitions of Aboriginality have been used for statistical purposes. The Commonwealth Government currently employs the following working definition in the administration of programs:

'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community with which he/she is associated.'

This definition is based on three criteria:

- (a) Aboriginal/Torres Strait Islander descent;
- (b) self-identification as Aboriginal/Torres Strait Islander; and
- (c) community acceptance as Aboriginal/Torres Strait Islander.

1.70 A Task Force on Aboriginal Health Statistics set up in 1984 and comprising representatives of the Commonwealth Departments of Health and Aboriginal Affairs and the Australian Bureau of Statistics recommended the adoption of the above definition as the most appropriate as a general standard.

1.71 Major sources of statistics on Aboriginals include the censuses of population and housing, which includes a question based on the first two of the three criteria recommended by the Task Force; and a variety of administrative by-product collections which provide data on births and deaths, health, and to some extent on education.

1.72 The Task Force heard and recognised arguments that the recommended criteria could not be met uniformly. The exact form of a question to be filled out or answered orally must depend on the circumstances in which it is asked. These circumstances are different in the case of population censuses, birth and death notification forms, death certificates, perinatal death certificates and hospital admission forms. The differences relate to *whose* aboriginality is to be determined and *who* answers the questions.

ABS SOURCES — LABOUR FORCE

Population surveys

1.73 Population surveys conducted by the ABS include:

- (a) the Monthly Population Survey (MPS) which comprises:
 - (i) the Labour Force Survey (LFS);
 - (ii) one or more supplementary topics in most months; and
- (b) Special Supplementary Surveys (SSS's).

1.74 The LFS has been conducted since 1960. In early years the survey was confined to the State capital cities, but has been conducted Australia-wide since February 1964. The survey was conducted quarterly until November 1977 and has been carried out monthly since February 1978.

1.75 A supplementary topic was included with the LFS for the first time in November 1961, and this concept has gradually been extended so that now the majority of months in each year include supplementary questions on one or more topics. For any supplementary topic, the number and range of questions must not be so extensive, or the subject matter so sensitive, as to jeopardise the continuing cooperation of respondents in the LFS. Timing and cost constraints are also placed on supplementary topics to ensure that deadlines in producing data from the LFS are met. Topics are usually run nationally, but one month is set aside each year for a State Government proposed topic, specific to one or more States. Supplementary topic results are generally published separately from those of the LFS.

1.76 Some supplementary topics are covered on a regular basis while others are only covered once or at irregular intervals to meet a specific need for information.

1.77 SSS's, since 1979, have generally been conducted once each financial year and provide a vehicle for more complex topics or topics which need to be collected over a longer time period. Prior to 1979, they were conducted on an irregular basis.

1.78 ABS population surveys are based on a geographic framework covering the whole of Australia.

1.79 The MPS sample is designed primarily for the collection of labour force data and is a multi-stage area sample of private dwellings (about 33,000 houses, flats, etc. in Australia), and non-private dwellings (hotels, motels, etc.). In total, it covers about two-thirds of one per cent of the population of Australia. The population survey is designed to produce estimates at the national, State and regional levels. Therefore, in setting up the sample Australia is firstly classified into States and Territories, with each State then being divided into capital city and balance of State. These major areas are then divided into smaller regions (based on statistical divisions or subdivisions), which are further split into strata.

1.80 Supplementary topics are mainly conducted on the same sample as the LFS. However, in some cases, the sample used may be a subset of that month's LFS sample.

1.81 MPS information is obtained from the occupants of selected dwellings by carefully chosen and specially trained interviewers. The interviews are generally conducted during the two weeks beginning on the Monday that falls between the 6th and 12th of each month. The information obtained generally relates to the week before the interview week (i.e. the survey week).

1.82 The MPS normally uses what is known as the 'any responsible adult' method of interviewing. That is, the interviewer seeks to obtain answers about all the persons in the dwelling who are within the scope of the survey from the first responsible adult member of the household with whom the interviewer makes contact. If that person is unable to supply some of the details for another person, the interviewer will call back after ascertaining when the other person can be contacted. Calls back to obtain personal interviews with all or a large number of adults are not normally a feature of the survey. Therefore, topics requiring personal interviewing in place of the 'any responsible adult' method as described, are, for reasons of cost and timing, normally not contemplated for the MPS except when they apply only to small subsets of a population. The SSS's may well be the appropriate survey vehicle in this case.

1.83 The scope of the LFS comprises all persons aged 15 and over except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from censuses of population and housing and estimated population statistics;
- (c) overseas residents in Australia; and
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia.

These scope rules also apply to supplementary collections unless otherwise defined.

1.84 Survey information is used to classify the labour force status of the population (i.e. as employed, unemployed, or not in the labour force) according to the concepts and definitions recommended by the International Labour Organisation. The labour force category to which a person is assigned depends on his/her *actual activity* (i.e. whether working, looking for work, etc.) during the survey week. Demographic information (age, sex, marital status, etc.) is also collected in order that cross-classifications with the labour force data can be made. The questions asked each month are included in *Information Paper: Questionnaires Used in the Labour Force Survey* (ABS Catalogue No. 6232.0).

1.85 In the case of SSS's, topics which are complex or which may need to be conducted over a longer time period are covered. The sample selected for these surveys is separate to that used for the MPS and the size of the sample can vary but the geographic framework on which the sample is based is the same. Differences in scope rules and interviewing techniques can also be applied to these surveys.

1.86 Population survey estimates are derived by use of a complex ratio estimation procedure. This procedure ensures that the survey estimates, at the capital city statistical division, balance of State and State levels, conform to an independently estimated distribution of the population by age and sex, rather than to the age and sex distribution within the sample itself. Because these estimates are based on information obtained from occupants of only a sample of dwellings they are subject to sampling variability, which means that they may differ from the figures that would have been produced if all dwellings had been included in the survey. One measure of the likely difference is given by the standard error, which indicates the extent to which an estimate might have varied by chance because only a sample of dwellings was included. Standard errors of the main aggregates and movements (where relevant) are shown in the various publications containing results from these surveys.

1.87 The sample used for all ABS population surveys is stratified into broad geographic regions with the result that it is possible to produce some estimates for regions within States. Monthly regional estimates of the labour force from October 1982, first released in April 1985, are available quarterly. Estimates for supplementary topics published after April 1985 are also available on a regional basis, where appropriate.

1.88 Statistical techniques (known broadly as *seasonal analysis*) can be used to evaluate the normal seasonal influences operating on a series which enable that series to be seasonally adjusted, i.e. to have the *estimated* effects of normal seasonal influences removed from them. The principal series derived from the LFS are published on a seasonally adjusted basis for Australia. Further information on seasonal analysis and the seasonal adjustment techniques used by the ABS can be obtained from *Seasonally Adjusted Indicators, Australia* (ABS Catalogue No. 1308.0).

1.89 The ABS concepts, etc. which are not specific to any one labour force category covered by the population surveys include: the economically active population (currently active/usually active); unpaid family helpers who worked 15 hours or more in the survey week; labour force participation rate; entry (re-entry) to and exit from the labour force; labour force experience; labour mobility; gross flows (where flows between the categories employed full-time, employed part-time, unemployed and not in the labour force are shown); and industry and occupation.

Censuses of population and housing

1.90 Censuses of population and housing are, *inter alia*, an important source of labour statistics. Census questions have traditionally covered the labour force status and characteristics of the population and this information can be related to other demographic and social data collected in the census.

1.91 The Australian census uses a self-enumeration approach to obtain information i.e. each household fills in the details required on the census schedule on its own behalf. This method of collecting information determines the type of questions which can feasibly be included on the census schedule. Topics which involve canvassing opinion, rely heavily on memory, require a large number of questions or an excessive amount of explanation are considered unsuitable for a self-enumeration census. The distribution of the census schedule to each private household and non-private dwelling prior to census day and the collection after census day is undertaken by specially trained census collectors.

1.92 In the census, all members of the community are counted at the dwelling where they spent census night regardless of where they usually live. Special provision is made for persons who are not in a private or non-private dwelling, e.g. camping out, at work, travelling on long distance trains or buses and those on ships or planes. The census does not count Australian residents who are overseas but does count people who are visiting Australia. Diplomatic representatives, their families and their dwellings are excluded.

1.93 One of the principal advantages of the census is that it provides data at small geographic levels and for particular groups in society, and is able to provide detailed disaggregations by occupation, industry, educational attainment and so on.

1.94 The census aims at counting every person and dwelling (excluding diplomatic personnel and their residences) in Australia on census night. While every effort is made to minimise undercounting in the census, some inevitably occurs. To determine the extent of over or under-enumeration in the census, a Post Enumeration Survey (PES) is conducted as soon after the census as is practicable. Results from recent Post Enumeration Surveys indicate that 1.9% of people were missed in 1981 compared with 2.7% in 1976.

1.95 Estimated resident population figures include an adjustment for underenumeration. However, statistics available from the census are not adjusted for underenumeration.

1.96 The ABS concepts which are not specific to any one labour force category covered in the 1981 Census of Population and Housing include: currently economically active population; unpaid family helpers; and labour force participation rate.

ABS SOURCES — SOCIO-DEMOGRAPHIC

Population surveys

1.97 For a description of the structure of the Monthly Population Survey (MPS) and the methodology used, see paragraphs 1.73 to 1.88. For a description of the way in which population surveys are used in relation to the estimation of resident population, see paragraph 1.116 below.

1.98 Concepts relating to the socio-demographic characteristics of the population listed in this chapter and covered in the population surveys are: internal migration; status and characteristics of migrants; marital status; families and types of families; language usage; schooling; education experience and intentions; and education (attendance, leavers, attainment, persons with trade qualifications).

Censuses of population and housing

1.99 For the methodology used in the 1981 Census of Population and Housing see paragraphs 1.90 to 1.95. For a description of the way in which the censuses of population and housing are used in relation to the estimation of resident population see paragraphs 1.110 to 1.116 below.

1.100 Concepts relating to the socio-demographic characteristics of the population, listed in this chapter and covered in the 1981 Census of Population and Housing are: internal migration; marital status; family units; language usage; schooling; and education (attendance, attainment, persons with trade qualifications); and Aboriginality.

Administrative by-product collections

Overseas arrivals and departures

1.101 Persons arriving in or departing from Australia are required to complete prescribed questionnaires in the form of Incoming and Outgoing Passenger cards which provide information to the Department of Immigration and Ethnic Affairs for administrative purposes and serve as the source of overseas arrivals and departures statistics. In accordance with the Census and Statistics Act 1905, information relating to individuals, individual flights or ships and individual carriers which is contained in these cards or other documents is treated as confidential by the ABS.

1.102 Overseas arrival and departure statistics are derived from a combination of full enumeration and sampling. Fully enumerated strata cover all movements by sea regardless of duration of stay, all permanent movements and all movements with a duration of stay of one year or more. All movements by air with a duration of stay equal to or less than one year are sampled and statistics relating to these movements are therefore estimates which may differ from statistics which would have been obtained if details of all these movements had been processed (sampling error).

1.103 Errors also arise from imperfections in reporting, which may occur in any data collection whether sampled or not. Every effort is made to minimise such errors, both through careful design of the passenger cards and through checks on the information once it is received. During the edit process some items are corrected where they conflict with other known information. Missing replies to certain items such as age, sex and country of birth are also imputed by reference to other related items.

1.104 Errors of this kind differ from discrepancies arising from the fact that certain information reflects the passengers' intentions at the time the cards were completed. These intentions are of course subject to change. The items particularly affected by such discrepancies are the distinction between permanent and temporary movement and in the latter case, length of intended stay, country of intended stay, State of intended address and reason for journey. No adjustment is made for these discrepancies.

1.105 Of the ABS concepts relating to socio-demographic characteristics of the population which are listed in this

chapter, overseas arrivals and departures; permanent, long-term and short-term movement; and characteristics of overseas travellers are covered in the overseas arrivals and departures collection.

The National Schools Collection

1.106 Statistics of students attending primary, secondary and special schools are compiled from the National Schools Statistics Collection, in respect of 1 July each year. This collection is based on a set of concepts, definitions and classifications developed by the Australian Education Council's School Statistics Committee (of which the ABS is a member), and implemented for the government sector from 1982 and for the non-government sector from 1984. The methodologies employed by State Departments of Education in compiling the State aggregates for government schools vary from State to State, and range from direct collection of data from schools to derivations resulting from manipulation of central administrative records. For non-government schools, the statistics were compiled by the Commonwealth Schools Commission from data collected from individual schools. Summary statistics from the National Schools Statistics Collection are published by ABS, and more detailed data may be available from State Departments of Education and the Commonwealth Department of Education.

1.107 The only concept relating to socio-demographic characteristics of the population, listed in this chapter covered by the National Schools Collection is schooling.

Other administrative by-product collections

1.108 Other administrative by-product collections which provide data on concepts which have an impact on the labour market, and are hence listed in this chapter, include collections on births and deaths, and hospital morbidity. Statistics on births and deaths are obtained as a by-product of the administrative records kept, of the registration of those events, by the relevant State or Territory Registrar of Births, Deaths and Marriages. These statistics are used in estimating resident population.

1.109 The only concept relating to the socio-demographic characteristics of the population, listed in this chapter covered by other administrative by-product collections is natural increase in the population.

Sources and methodology for deriving estimated resident population and estimates of interstate migration

1.110 The censuses of population and housing provide the basis of all ABS population estimates. The starting point of estimates is the census count of people (at their actual place of location) within Australia on census night. From this basis the estimated resident population at census date is obtained and updated using births, deaths and migration data. The following paragraphs provide an outline of the way in which these various sources are used to derive the full range of population estimates produced by the ABS.

1.111 The estimated resident population of an area at a census date is based on the census count (place of actual location) for the area with adjustments made by:

- (a) excluding all visitors who normally reside elsewhere (i.e. overseas or in another area within Australia);
- (b) including residents of the area who were counted in another area within Australia;
- (c) adjusting for census underenumeration as measured by the post enumeration survey (see paragraphs 1.94 and 1.95); and
- (d) including residents of the area who were temporarily overseas (i.e. for less than twelve months) on census night.

1.112 The estimated resident population at census date is updated quarterly for Australia and the States, and annually for local government areas (LGA's), according to subsequent changes to the population measured on a usual residence basis.

1.113 To produce intercensal estimates of the resident population the following steps are applied:

- (a) to the estimated resident population of Australia at census date:
 - (i) add births registered in Australia;
 - (ii) subtract deaths registered in Australia;
 - (iii) add permanent and long term arrivals from overseas; and
 - (iv) subtract permanent and long term departures overseas;

- (b) to the estimated resident population of each State (and Territory) at census date:
 - (i) add births registered in Australia according to the mother's State of usual residence;
 - (ii) subtract deaths registered in Australia according to the State of usual residence of the deceased;
 - (iii) add permanent and long term overseas arrivals according to the intended address in Australia;
 - (iv) subtract permanent and long term departures overseas of residents (including former settlers) according to the State of usual residence and long term visitors departing overseas according to the State in which they spent most time;
 - (v) add estimates of interstate arrivals involving a change of State of usual residence; and
 - (vi) subtract estimates of interstate departures involving a change of State of usual residence;
- (c) the estimated resident population of each LGA at census date is updated annually by taking into consideration the number of births and deaths in each LGA as well as other indicators of population change due to migration such as building approvals, school enrolments and electricity connections; estimates produced from these indicators are adjusted to add to the independently produced State estimates.

1.114 A quarterly time series of estimated resident population, on a consistent usual residence basis, has been compiled for Australia and the States back to 1971. Because of lack of data, annual estimates for LGA's go back only to 1976.

1.115 For further information on the estimated resident population see the ABS Technical Paper entitled *Methods and Procedures in the Compilation of Estimated Resident Population 1981 and in the Construction of the 1971-81 Time Series* (ABS Catalogue No. 3103.0).

1.116 The sources used in deriving estimates of interstate migration include:

- (a) the interstate transfers of family allowance payments;
- (b) interstate migration from the most recent population census; and
- (c) interstate migration from the most recent survey on internal migration which is conducted annually as a supplementary topic to the LFS.

A more detailed description of the method of estimation used in deriving data on interstate migration is given in an ABS Occasional Paper entitled *Postcensal Interstate Migration Estimates, 1966-81* which was issued in April 1984.

COMPARABILITY OF SOURCES

The Labour Force Survey (LFS) and the 1981 Census of Population and Housing

1.117 The underlying concepts used to classify the population to labour force categories are the same in the 1981 Census of Population and Housing and the LFS. However, census statistics differ from LFS estimates for the following reasons:

- (a) their coverage, namely:

Category	Census	LFS
Members of Australian permanent defence forces	includes	excludes
Overseas residents in Australia	includes	excludes
Members of non-Australian defence forces (and their dependants) stationed in Australia	includes	excludes
Australian residents absent overseas for six weeks or less	excludes	includes

- (b) the LFS estimates are derived using survey benchmarks which have been adjusted for census underenumeration, whereas the census counts are based on answers from responding households with no adjustment for underenumeration;
- (c) census data are collected by self-enumeration (i.e. the householders fill in the questionnaire), whereas LFS

data are obtained by trained interviewers — this latter approach allows much more refined definition of, and classification of persons to, labour force categories;

- (d) since October 1982, LFS results are based on place of usual residence, whereas census results are based on place of enumeration;
- (e) for classifying persons as unemployed, the job search reference period is one week for the census and four weeks for the LFS and there is no availability criterion applied to census estimates of unemployment;
- (f) in the LFS, separate questions are asked on the steps taken to find work, and whether the person is seeking full-time or part-time work; in the census only one question is asked, namely whether or not the person is 'looking for work', the meaning of which is more generally defined than in the LFS;
- (g) the census is taken at a specific point of time and the reference period is the week prior to the census; the LFS estimates relate to data collected over a two-week period usually beginning on the Monday that falls between the 6th and the 12th of each month, with the survey reference week being the preceding week — in addition, because of these timing factors, any comparision between 1981 Census of Population and Housing and LFS data should be made using the July 1981 LFS data (not June 1981);
- (h) the LFS statistics are estimates based on sample surveys; these estimates are subject to sampling variability and standard errors must be considered when using the results; and
- (i) the extent of non-response to questions needed to determine labour force status is much higher in the census than in the LFS and this is a potentially significant source of discrepancy between the two sets of data; also, the methods of imputation are significantly different.

CHAPTER 2

EMPLOYMENT (INCLUDING UNDEREMPLOYMENT)

2.1 The current international standards relating to employment and underemployment are contained in a resolution of the Thirteenth International Conference of Labour Statisticians (ICLS) 1982. The international definition of employment is based on activity during a specified brief reference period and is to a large extent similar to the definition of employment adopted by the Eighth ICLS in 1954. Features of the 1982 international definition are shown below:

- (a) it draws a basic distinction between 'paid employment' and 'self-employment' and develops appropriate criteria for each category ('paid employment' includes wage and salary earners while 'self-employment' includes employers, own-account workers and unpaid family helpers — see paragraph 2.17);
- (b) it specifies that, to be classified as employed, the length of time that a person should be at work during the reference period is at least one hour (in addition, the minimum time criterion previously imposed on unpaid family helpers has been eliminated such that an unpaid family helper, if at all at work during the reference period, is considered as being in self-employment regardless of the number of hours worked);
- (c) it introduces the concept of 'formal job attachment' which enables a person who has been laid off from his/her job to be classified as either employed, unemployed or not in the labour force according to a specified set of criteria — previously, persons who were laid off were considered to be unemployed; and
- (d) the 1982 definition also specifies that members of the armed forces should be considered as being in paid employment.

2.2 In relation to underemployment the 1982 ICLS resolution suggests that, for operational reasons, the statistical measurement of underemployment be limited to visible underemployment. It distinguishes two measures of underemployment, namely the number of persons visibly underemployed and the quantum of visible underemployment (being the aggregate of the time available for additional employment during the reference period in respect of all persons visibly underemployed).

ABS CONCEPTS AND DEFINITIONS

2.3 In Australia, concepts relating to employment and underemployment are measured in a number of ABS collections and because of different methodologies, types of respondents involved, and so on it is not always feasible to define the concepts uniformly. As well as definitional differences the scope of the collection should also be taken into account when comparing figures from different collections. Current definitions of ABS concepts relating to employment and underemployment are provided below and, where necessary, collection-specific definitions are provided.

Employed persons

2.4 The concept of employment as defined in the Labour Force Survey (LFS) and the 1981 Census of Population and Housing aligns closely with the international standards and is defined as follows. Employed persons comprise all those aged 15 and over who, during the reference period:

- (a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (including employees, employers and self-employed persons — see paragraph 2.17 for definitions of these terms); or
- (b) worked for 15 hours or more without pay in a family business or on a farm (i.e. were unpaid family helpers); or
- (c) were employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the survey week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the reference period (see paragraph 2.7); on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
- (d) were employers or self-employed persons who had a job, business or farm, but were not at work.

2.5 The treatment of unpaid family helpers in this definition differs from the standards set down by the ILO in the 1982 ICLS resolution which has eliminated the minimum time criterion.

2.6 Because the LFS and the censuses of population and housing count persons, multiple jobholders are counted only once, irrespective of the number of jobs held.

2.7 The reference period for the LFS is the week immediately preceding that in which the interview took place (called the 'survey week') whereas for the censuses of population and housing, the reference period is the week prior to census night.

2.8 As a result of the differences in the scope of the two collections, members of the armed forces are included in the number of employed persons obtained from the censuses of population and housing but are not included in the LFS.

2.9 In the employer survey system (see paragraphs 2.56 to 2.76), data collected relate to employees only and comprise persons who received pay for any part of the relevant pay period. All permanent, temporary, casual, managerial and executive employees, part-time and casual employees who may have worked only a few hours during the reference period and employees on paid leave and those employees on workers' compensation who continue to be paid through the employer's payroll are included. Casual employees who work on an irregular basis and who were not paid during the relevant pay period and employees on leave without pay, on strike or stood down without pay for the whole of the pay period are excluded. Because of the survey methodology, multiple jobholders cannot be recognised as such and are hence counted separately for each job held. In effect the surveys, where applicable, measure jobs rather than persons.

2.10 As defined in the economic censuses and surveys (see paragraphs 2.78 to 2.86), employed persons comprise all working proprietors and partners and employees, including part-time and casual employees, on the payroll at the end of a month. Because of the methodology used in these collections, multiple jobholders cannot be recognised as such and are hence counted separately for each job held. In effect the collections measure jobs rather than persons.

2.11 In the Survey of Tourist Accommodation (see paragraphs 2.88 to 2.89), employed persons comprise all persons working at the establishment at the end of the quarter including working proprietors, self-employed managers and partners, and salaried directors. Employees who, during the whole of the last pay period, were stood down, on leave without pay or absent because of an industrial dispute, and unpaid helpers are excluded. Employees absent on paid sick leave, holidays, or long service leave are included, as are bar staff. Because of the survey methodology, multiple jobholders cannot be recognised as such and are hence counted separately for each job held. In effect the survey measures jobs rather than persons.

Permanent/casual/temporary employees

2.12 In general, the terms permanent, casual and temporary are not defined specifically in ABS surveys. However, in the survey entitled 'alternative working arrangements' which was run as part of a special supplementary survey conducted during the period March to May 1982, the following definitions for permanent and casual were given:

- (a) a *permanent worker* was an employee who was entitled to paid holiday or sick pay in his/her main job; and
- (b) a *casual worker* was an employee who was not entitled to paid holiday or sick pay in his/her main job.

Full-time/part-time employees

2.13 In the LFS, full-time workers are those who usually work 35 hours or more a week and others who, although

usually part-time workers, worked 35 hours or more during the survey week. Part-time workers are those who usually work less than 35 hours a week and who did so during the survey week.

2.14 In the employer survey system, full-time employees are permanent, temporary and casual employees who normally work the agreed or award hours for a full-time employee in their occupation and received pay for any part of the reference period. If agreed or award hours do not apply, employees are regarded as full-time if they ordinarily work 35 hours or more per week. Part-time employees are permanent, temporary and casual employees who are not full-time employees so defined.

2.15 In the economic censuses and surveys, information on full-time/part-time status is collected in respect of retail trade and some selected service industries.

Employment/population ratio

2.16 The employment/population ratio for any group is the number of employed persons expressed as a percentage of the civilian population aged 15 and over in the same group.

Status of worker

2.17 Status of worker relates to the classification of employed persons as either employers, self-employed persons, wage and salary earners or unpaid family helpers. The methods used in classifying a person to a status of worker category vary between ABS collections, but overall, the concept aligns closely with the following international definition adopted by the Statistical Commission of the United Nations (Fourteenth Session October 1966)¹:

- (a) *employer* — a person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires one or more employees;
- (b) *own-account worker (self-employed person)* — a person who operates his or her own economic enterprise or engages independently in a profession or trade and hires no employees;
- (c) *employee* — a person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece-rates or pay in kind; and
- (d) *unpaid family worker* — a person who works a specified minimum amount of time (at least one-third of normal working hours)² without pay, in an economic enterprise operated by a related person living in the same household.

2.18 Information on status of worker is available from the LFS (on a quarterly basis), the censuses of population and housing and, on request, from the economic censuses and surveys.

Employment status

2.19 Employment status relates to the classification of persons in the labour force to either employed or unemployed.

Industry and occupation of employed persons

2.20 Most statistics of employed persons compiled by the ABS are classified by industry and, to a lesser extent, by occupation. Industry is classified according to the Australian Standard Industrial Classification (ASIC) and occupation according to the Classification and Classified List of Occupations (see paragraphs 1.35 and 1.36).

2.21 In the LFS and the 1981 Census of Population and Housing, industry and occupation are classified according to information given by the respondent on his or her main job. Main job, in the LFS, is the job for which the most number of hours are usually worked, whereas for the census the main job is the one considered as such by the respondent.

2.22 Information on the industry and occupation of a person's second job (as well as industry and occupation of the main job) are collected in a supplementary topic on multiple jobholding which is conducted in association with the LFS (see paragraphs 2.38 to 2.40).

2.23 In the employer survey system (as in the LFS and Population Census), employed persons are classified to broad industry categories on the basis of the industry classification of their employers in the ABS register of

1. The UN definition includes two other categories which have not been shown here. 2. According to the new recommendations of the Thirteenth International Conference of Labour Statisticians (1982) the minimum time criterion no longer need be applied.

businesses and organisations (from which the sample is drawn). However, data on occupation are collected only in the biennial Survey of Employee Earnings and Hours.

2.24 Employment data obtained from the economic censuses and surveys are obtained for the specific ASIC industry or industries to which the collections relate. No data on occupation are obtained.

2.25 Employment data obtained from the Survey of Tourist Accommodation are not aligned with the ASIC, and occupation data are not obtained.

Private/government employees

2.26 Data collected from the Employer Survey System provide information on whether a person is employed in either the public (government) or private sectors.

2.27 Government employees comprise administrative and all other employees of Commonwealth, State, local and semi-government bodies.

2.28 Commonwealth employees are those employed by all government departments, agencies and authorities created by or reporting to the Commonwealth Parliament. Those bodies run jointly by Commonwealth and State Governments are classified to Commonwealth.

2.29 State employees are those employed by all State government departments and authorities created by or reporting to State Parliaments, including organisations for which the Commonwealth has assumed financial responsibility, e.g. universities. Following self-government, the Northern Territory administration has been classified as a 'State' government.

2.30 Local government employees are those employed by municipalities and shires and other local authorities created by or subject to the provisions of local government legislation, such as county councils in New South Wales.

2.31 Private sector employees are those employees who are not government employees.

2.32 Employment classified by private/government is also available from the population census, certain supplementary topics and, on request, from the economic censuses and surveys.

Adult/junior employees

2.33 The adult/junior dissection of employees is provided in data collected from the employer survey system (namely the Survey of Average Weekly Earnings (AWE) — see paragraphs 2.61 to 2.64, and the Survey of Employee Earnings and Hours (EEH) — see paragraphs 2.71 to 2.75) and is defined as follows: adults are those employees 21 years of age or over and those employees who, although under 21 years of age, are paid at the full adult rate for their occupation; juniors are those employees who are not adult as defined.

Managerial/non-managerial employees

2.34 As defined in the employer survey system (namely the Survey of Employment and Earnings (SEE) and AWE — see paragraphs 2.61 and 2.70), managerial employees are managerial, executive, professional, and higher supervisory staff, who generally:

- (a) are ineligible to receive payment for overtime; or
- (b) although subject to payment for overtime, are in charge of a significant number of employees in a separate establishment (or establishments).

2.35 Employees are classified to managerial/non-managerial by respondents and the classification may vary between individual private employers and between employers in the private and government sectors, with consequent effects on survey results. For some professional occupations, such as school teachers and accountants, generally only staff at senior levels are regarded as managerial employees. Non-managerial employees are those who are not managerial as defined, and include minor supervisory employees, foremen/women, leading hands, apprentices, trainees and cadets.

2.36 There are similar employee classifications adopted by the ABS which have relevance to a particular industry or source of employment. For example, data on an administrative, etc./production, etc. dissection are obtained from

the Census of Manufacturing Establishments which is conducted as part of the system of economic censuses and surveys.

Apprentices

2.37 Data on apprentices are collected as a supplementary topic to the LFS. The data relate to employed persons aged 15 to 34 who indicated in the survey that they were apprentices and include information on the year of apprenticeship and field of trade.

Multiple Jobholding

2.38 Data on multiple jobholding are collected as a supplementary topic to the LFS. Persons are classified as multiple jobholders if, during the survey week, they:

- (a) worked in a second job or held a second job from which they were absent because of holidays, sickness or any other reason; and
- (b) were an employee (i.e. employed as a wage or salary earner) in at least one of their jobs.

2.39 Work as an unpaid family helper or service in the reserve defence forces is not regarded as a second job. Persons who by the nature of their employment work for more than one employer, e.g. domestics, odd-job men, baby-sitters, etc., are not counted as multiple jobholders unless they also hold another job of a different kind; nor are those who worked for more than one employer solely by reason of changing jobs during the survey week.

2.40 The main job is defined as the job in which most hours are usually worked or, where an equal number of hours are usually worked in two or more jobs, the job considered by the respondent to be the main job.

Employment experience over twelve months

2.41 Data on employment experience are collected as a supplementary topic to the LFS and include information on the number of jobs held during the year, the number of weeks worked and whether these weeks were full-time, part-time or both. For definitions used in this survey see paragraph 1.32.

2.42 The concepts shown in paragraphs 2.43 to 2.51 are measured only in the LFS.

Underemployment/fully employed

2.43 In measuring underemployment the ABS defines two categories:

- (a) part-time workers who indicate that they would prefer to work more hours; and
- (b) full-time workers who did not work full-time hours (i.e. did not work 35 hours or more) in the reference week for economic reasons — economic reasons include stood down, short time and insufficient work.

2.44 Persons who voluntarily worked part-time, or who worked full-time hours or who are full-time workers who did not work full-time hours for non-economic reasons, in the reference week, are defined as *fully employed*. It should be noted that persons who are normally underemployed but who worked full-time hours in the reference week are classified as fully employed.

2.45 These definitions follow a resolution of the International Labour Organisation's (ILO) Thirteenth International Conference of Labour Statisticians (1982), which defined underemployment in the following way: 'underemployment exists when a person's employment is inadequate in relation to specified norms or alternative employment, account being taken of his or her occupational skill'.

2.46 The Conference resolution further distinguished two principal forms of underemployment:

- (a) *visible underemployment* which reflects an insufficiency in the volume of employment (i.e. the hours worked); and
- (b) *invisible underemployment* which exists when the labour supplied to the labour market is not being efficiently utilised in terms of either the type of work offered to the individual (disguised underemployment) or how the individual's working time is used (potential underemployment).

2.47 Serious conceptual difficulties arise in seeking measures of invisible underemployment and consequently the ILO has recommended that statistical measurement be limited to visible underemployment. Hence the treatment

of underemployment by the ABS is confined to a measure of visible underemployment.

2.48 The *underemployment rate*, which is a concept developed by ABS, is the number of underemployed persons expressed as a percentage of the labour force.

Labour utilisation

2.49 The following ABS measures are based to some extent on the labour utilisation model put forward by the ILO which attempts to describe the labour force in terms of whether the labour offered by individuals can be considered to be 'adequately utilised' by the labour market.

2.50 ABS measures labour underutilisation in terms of the total number of persons who are unemployed or underemployed.

2.51 The *underutilisation rate* is the number of persons whose labour is underutilised (i.e. persons unemployed or underemployed) expressed as a percentage of the labour force.

ABS SOURCES

Population surveys

2.52 For a description of the structure of the Monthly Population Survey (MPS) and the methodology used see paragraphs 1.73 to 1.88.

2.53 Employment/underemployment concepts covered in the MPS are: employed persons; full-time/part-time employees; employment/population ratio; status of worker; employment status; industry and occupation of employed persons; private/government employee; apprentices; multiple jobholding; employment experience over twelve months; persons fully employed/underemployed (visible underemployment only); underemployment rate; and labour utilisation.

Censuses of population and housing

2.54 For the methodology used in the 1981 Census of Population and Housing see paragraphs 1.90 to 1.95.

2.55 Employment concepts and data items covered in the 1981 Census of Population and Housing are: employed persons; status of worker; employment status; industry and occupation of employed persons; and private/government employees. Underemployment concepts have not been covered in the census.

Employer survey system

2.56 The following employer-based surveys are now conducted by the ABS:

- (i) Average Weekly Earnings (quarterly);
- (ii) Employment and Earnings (quarterly);
- (iii) Job Vacancies and Overtime (quarterly);
- (iv) Employee Earnings and Hours (biennial); and
- (v) Pay-periods (irregular).

2.57 The previous civilian employees series was discontinued, primarily because significant and frequent increases to payroll tax exemption limits meant that a growing and unknown number of small businesses were excluded.

Information is now collected directly from employers using sample surveys based on the ABS register of businesses and organisations.

2.58 The information produced from these surveys differs to some extent, from one survey to another, both in terms of the data items themselves and the level of accuracy of the survey results. This is because some surveys produce results which are more in the nature of current indicators while others are required for structural analysis. This requirement for different levels of accuracy has in turn led to differences in sample sizes between the surveys. However, the samples for each of the surveys are selected from a common statistical frame (the ABS register of businesses and organisations), the same statistical unit is used in the surveys (mainly an enterprise-State unit, though with some enterprise-State-industry units) based on a standard industry classification, and (where appropriate) the same definitions are used.

2.59 As with population surveys, it must be remembered that estimates from the employer surveys are based on information obtained from a sample and therefore subject to sampling variability. This means that the estimates may differ from results which would have been obtained from a census of all employers. One measure of the likely difference is given by the standard error, which indicates the extent to which an estimate can vary by chance because only a sample of employers was included. Standard errors of the main aggregates and movements (where relevant) are shown in the various publications containing data from these surveys.

2.60 A brief description of the methodology and structure of each of the employer-based surveys mentioned in paragraph 2.56 is set out in the following paragraphs.

Survey of Average Weekly Earnings (AWE)

2.61 The primary aim of this survey is to provide a measure of the trend of average weekly earnings. To achieve this aim employers are asked to provide the total regular weekly earnings (including overtime) paid to employees and the number of employees involved.

2.62 The survey is conducted by mail, each quarter, from a sample of approximately 4,000 employers selected from the ABS register of businesses and organisations to ensure adequate State and industry representation. The sample is updated each quarter to take account of new businesses, those which have ceased operation and structural changes such as takeovers and mergers. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State or Territory, government/private, industry and size of employment and a simple random sample selected from each stratum.

2.63 Represented in the survey are all wage and salary earners who received pay for the reference period, except:

- (i) members of the Australian permanent defence forces;
- (ii) employees of enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- (iii) employees in private households employing staff;
- (iv) employees of overseas embassies, consulates, etc.;
- (v) employees based outside Australia;
- (vi) employees on workers' compensation who are not paid through the payroll;
- (vii) directors who are not paid a salary;
- (viii) proprietors/partners of unincorporated businesses;
- (ix) self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

2.64 The *reference period* is generally the last pay period ending at or about the middle of the quarter.

Survey of Employment and Earnings (SEE)

2.65 This survey is designed to obtain from employers information on the number of wage and salary earners employed each month and the total sum paid for the quarter for employee earnings. It replaces the civilian employees series which was discontinued after April 1980.

2.66 The survey is conducted by mail each quarter with data collected on monthly employment and quarterly earnings. For the first and last month of each quarter the number of persons employed is collected; for the mid-month

of each quarter, details of males and females and full-time and part-time employees, are collected.

2.67 For the private sector, a sample of approximately 20,000 private employers is selected from the ABS register of businesses and organisations. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State or Territory, industry and size of employment and a simple random sample selected from each stratum.

2.68 For the government sector, statistical units are derived in the same way as for the private sector. However, all government units are included in the survey.

2.69 Represented in the employment component of SEE are all wage and salary earners who received pay in the quarter, excluding those listed in paragraph 2.63 above except that employees of enterprises in the government sector primarily engaged in agriculture, forestry, fishing and hunting are included.

2.70 For the number of employees, the *reference period* is a specified pay period at or about the middle of each month of the quarter. For total earnings paid, the reference period is all pay periods ending in the three months of each calendar quarter.

Survey of Employee Earnings and Hours (EEH)

2.71 The survey is designed to provide statistics on the distribution of employees according to weekly earnings and hours, and the composition of weekly earnings and hours for various categories of employees and their principal occupations.

2.72 The survey is conducted by mail once every two years with data collected on weekly employment, total earnings paid and hours worked from a sample of approximately 7,000 employers selected from the ABS register of businesses and organisations. The statistical units for the survey (see paragraph 2.67 above for a description of the statistical units) are stratified by State or Territory, government/private, industry and size of employment and a simple random sample selected from each stratum.

2.73 Employers with fewer than 10 employees are required to complete details for each of their employees while those with 10 or more employees are required to select a random sample of their employees in accordance with instructions supplied by the ABS. Individual data for approximately 65,000 employees are obtained in the survey.

2.74 The scope of the survey is the same as for AWE (see paragraph 2.63 above).

2.75 The *reference period* for this survey is generally the last pay period ending at or about the middle of May.

Survey of Job Vacancies and Overtime

2.76 This survey is conducted by telephone each quarter from a sample of approximately 4,300 employers selected from the ABS register of businesses and organisations. The statistical units for the survey (see paragraph 2.67 above for a description of the statistical units) are stratified by State or Territory, government/private, industry and size of employment and a simple random sample is selected from each stratum. Information is obtained on the number of job vacancies, as at the third Friday of the middle month of the calendar quarter. Information on overtime is obtained in respect of the *last pay period* ending on or before the third Friday of the middle month of the calendar quarter.

2.77 Data for the following employment concepts are available from the employer-based surveys: employed persons; full-time/part-time employees; private/government employees; adult/junior employees; managerial/non-managerial employees and industry of employed persons. Only EEH provides information on occupation. Underemployment concepts cannot be measured in employer-based surveys.

Economic censuses and surveys

2.78 In 1968-69, the ABS introduced a system of integrated economic censuses and surveys using a common framework of reporting units, common concepts and definitions, and a standard industrial classification, thus

enabling comparative analysis across different industry sectors. A wide range of financial and other data, including employment and wages and salaries is available.

2.79 Integrated economic censuses are conducted annually in respect of the manufacturing, mining, and electricity and gas industries; an agricultural finance survey is conducted annually; and integrated censuses or surveys are conducted periodically in respect of retail trade, wholesale trade, construction, transport and some selected service industries. These collections are based on the same framework (the ABS register of businesses and organisations) as is used for the employer-based surveys discussed above.

2.80 The adopted standard units used for the purposes of the integrated economic censuses and surveys are at three levels:

- (i) the establishment (and associated administrative offices and ancillary units);
- (ii) the enterprise; and
- (iii) the enterprise group.

2.81 The central unit from which statistical information is collected is the 'enterprise', which is defined broadly as a unit comprising all operations in Australia of a single operating legal entity. The term 'legal entity' is used to cover a sole proprietor, or partnership, or company, and also includes co-operative societies and government authorities and departments mainly engaged in the industries included in the censuses. Where a number of legal entities operate as a group under common ownership or control, the enterprise is not the group as a whole, but each individual operating legal entity in the group.

2.82 The basic unit in respect of which statistics are collected, the 'establishment', covers (in general) all the operations carried on under the ownership of one enterprise at a single physical location.

2.83 Enterprises operating more than one establishment report data for each of their establishments (within the scope of the particular economic census(es) and/or survey(s) being conducted) on establishment returns; they report summary data for all of their establishments on an enterprise return, together with data for the enterprise as a whole. Enterprises operating only one establishment supply a combined establishment-enterprise return.

2.84 In general, the 'enterprise group' is a unit comprising all the operations in Australia of legal entities under common ownership or control.

2.85 'Administrative offices and ancillary units' are separately located units such as head offices, storage premises, transport garages and laboratories mainly serving or administering establishments within the same enterprise. Separate returns are not collected for these units. If they administer or serve one establishment, their details are included in the establishment return. If they administer or serve more than one establishment their details are included in the industry of the largest establishment administered or served.

2.86 Enterprises are asked to report data for the twelve months ended 30 June. Where businesses find it impossible to supply information on this basis, a substitute accounting period is accepted.

2.87 Data on the following employment concepts are available under this system: employed persons; full-time/part-time employees; private/government employees and industry of employed persons (occupation data are not available). Underemployment concepts cannot be measured in economic censuses and surveys.

Survey of Tourist Accommodation

2.88 The Survey of Tourist Accommodation is conducted by mail each quarter and obtains information from approximately 4,700 tourist accommodation establishments. For the purposes of the survey, a tourist accommodation establishment is defined as an establishment which predominantly provides short term accommodation (i.e. for periods of less than 2 months) available to the general public. The types of establishments included in the survey are licensed hotels with facilities, licensed and unlicensed motels, private hotels and guest houses with facilities, and caravan parks (which number approximately 2,000).

2.89 The scope of the survey may vary from time to time depending upon the needs of users of the statistics and on the ABS resources available to undertake the surveys. Also, because of limitations of information available for updating lists of establishments some delay may occur between the opening of an establishment and its inclusion in the survey.

2.90 Of the employment concepts listed in this chapter, this survey provides (unpublished) data on employed persons and full-time/part-time employees. Underemployment concepts cannot be measured in this collection.

NON-ABS SOURCES

Department of Employment and Industrial Relations (DEIR)

2.91 DEIR collects employment details from its monthly Survey of Employment in Larger Manufacturing Establishments. The collection is based on lists of factories compiled by the various Commonwealth Employment Service offices and updated every two years.

2.92 In capital cities, the collection generally covers private factories with 100 or more employees and smaller factories (50-99 employees) which are subject to frequent Industry Assistance Commission inquiries (e.g. footwear). In country areas, most factories with 50 or more employees are included in the survey. Overall, the survey includes in each State at least 70 per cent of factories employing 100 or more persons.

2.93 Employers cooperating in the survey are asked to supply, as at the last pay day in the month, the number of employees in the factory and factory office whose employment is directly related to manufacturing activity.

Bureau of Labour Market Research (BLMR)

2.94 BLMR is the research arm of DEIR. It was established in July 1980 and is responsible for a program of research and analysis aimed at improving understanding of labour market operations as a basis for developing manpower policies and programs. BLMR's functions are to undertake research and analysis leading to publication of the results, to sponsor labour market research by other bodies and institutions, and to liaise with all organisations interested in labour market research so that advances in understanding of the labour market are widely known and used.

2.95 BLMR produces a quarterly publication *Bulletin of Labour Market Research*. The publication contains details on various research projects on labour market related topics either undertaken or sponsored by BLMR. An extensive range of technical and working papers relating to the research and analysis projects undertaken, is also produced. In particular, *Technical Paper No. 4: Labour Market Data — Non-ABS Services* contains descriptions of a number of non-ABS collections which deal with particular aspects of the labour market. A list of BLMR publications is produced regularly and is available, on request, from BLMR.

State Government Departments

2.96 The need for reliable labour statistics has long been recognised as essential to effective planning of training for skilled occupations. To this end, a number of State government departments (sometimes with assistance from the ABS) conduct their own studies.

2.97 Comprehensive statistics on apprentices are produced by the N.S.W. Apprenticeship Directorate (which is part of the N.S.W. Department of Industrial Relations) and are published monthly in the *N.S.W. Industrial Gazette*. Statistics on apprentices are also published by the Victorian Industrial Training Commission (Department of Employment and Training) in the Commission's annual report.

2.98 The Victorian Department of Labour and Industry compiles annual statistics on the number of factories and shops registered and the number of persons employed therein. These statistics are published in the Department's annual report.

3.6 This definition is compatible with the current international standards relating to the measurement of unemployment.

3.7 In the 1981 Census of Population and Housing, unemployed persons were defined as those aged 15 and over who, during the week prior to census night, did not work and did not have a job but were looking for work.

3.8 *Actively looking for work* includes writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service noticeboards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.

3.9 In the LFS, active steps taken are recorded in the order in which they appear on the survey questionnaire and only one response is shown for each person. The estimates therefore do not reflect the relative importance of the steps taken to find work. Such data are available, however, from supplementary questions to the LFS on unemployed persons, where all active steps taken by the respondent are recorded. This provides information on the multiplicity and combinations of steps taken.

Unemployment rate

3.10 The unemployment rate for any group is the number unemployed expressed as a percentage of the labour force (i.e. employed plus unemployed) in the same group.

Persons looking for first job

3.11 Unemployed persons looking for first job, regardless of whether they are looking for full-time or part-time work, are those who have never worked full-time for two weeks or more.

Persons looking for work over a twelve-month period

3.12 Information on persons looking for work over a twelve-month period is collected in a supplementary topic on labour force experience which is conducted in association with the LFS. Persons aged 15 and over who looked for work in the year up to the end of the week prior to the interview are those persons who reported having been out of work and looking for a job at any time during the year.

Methods of job attainment

3.13 In addition to information obtained on active steps taken to find work (see paragraph 3.8 above), a supplementary topic was conducted in association with the July 1982 LFS in which persons who had recently obtained a wage or salary job were asked about steps taken to look for the job, the step which resulted in obtaining the job, whether they were out of work prior to starting the job or whether they had changed employers, and the type of job obtained.

Duration of unemployment

3.14 *Current duration of unemployment* is the period from the time a person began looking for work (or was laid off) to the end of the survey week. Thus, the survey measures current (and continuing) periods of unemployment rather than completed spells. For unemployed persons who may have begun looking for work while still employed, the duration of unemployment is defined as the period from the time the person last worked full-time for two weeks or more to the end of the survey week. Periods of unemployment are recorded in complete weeks and this results in a slight understatement of duration. Recall problems, particularly for long periods of unemployment, add to the possible inaccuracy of duration data. *Average (mean) duration* is the duration obtained by dividing the aggregate number of weeks a group has been unemployed by the number of persons in that group. *Median duration* is the duration which divides unemployed persons into two equal groups, one comprising persons whose duration of unemployment is above the median and the other persons whose duration is below it.

Duration of unemployment over a twelve-month period

3.15 This is collected in a supplementary topic on labour force experience associated with the LFS. For the number of persons who looked for work at some time during the year, information on the number of 'spells' of looking for work and the average and median duration of the total number of weeks spent looking for work is provided. Note

that the term 'looking for work' is used in place of the more rigidly defined term 'unemployed' because it is impracticable to obtain data over a twelve-month period which are comparable with data collected in the LFS, for which the reference period is one week. Duration data can be affected by recall problems, particularly if one has had multiple or lengthy spells of looking for work.

Industry and occupation of last full-time job

3.16 Unemployed persons who had worked full-time for two weeks or more in the last two years are classified according to the industry and occupation of their most recent full-time job.

Status of worker in last full-time job

3.17 Unemployed persons who had worked full-time for two weeks or more in the last two years are classified according to the status of worker of their most recent full-time job. Statistics on the status of worker of unemployed persons are obtained as a supplementary topic on persons retired from full-time work which is conducted in association with the LFS. Information is also obtained on all persons looking for work who were wage and salary earners in their last full-time job and who left that job in the two years prior to the survey. This information is collected in a supplementary topic on job search experience of unemployed persons, conducted in association with the LFS.

Job vacancies

3.18 Statistics on job vacancies are obtained from the Survey of Job Vacancies and Overtime which is conducted as part of the employer survey system.

3.19 A *job vacancy* is a job available for immediate filling on the survey date and for which recruitment action has been taken by the employer. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying government or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to existing employees of the organisation. In this context the Australian Public Service and public services of the States and the Northern Territory are treated as 'organisations'. Also excluded are vacancies:

- (a) of less than one day's duration;
- (b) to be filled by persons already hired or by promotion or transfer of existing employees;
- (c) to be filled by employees returning from paid or unpaid leave or after industrial disputes;
- (d) not available for immediate filling on the survey date;
- (e) not available within the particular State or Territory to which the return relates;
- (f) for work to be carried out under contract; and
- (g) for which no effort is being made to fill the position.

3.20 The *job vacancy rate* is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

ABS SOURCES

Population surveys

3.21 For details of the structure and methodology of the population surveys see paragraphs 1.73 to 1.88.

3.22 ABS concepts, etc. relating to unemployment which are collected in the population surveys are: unemployed persons; unemployment rate; persons looking for (full-time or part-time) work; persons looking for first job; persons looking for work over a twelve-month period; methods of job attainment; current, average (mean) and median duration of unemployment; duration of unemployment over a twelve-month period; industry and occupation of last full-time job; and status of worker in last full-time job.

Censuses of population and housing

3.23 For details of the methodology used in the censuses of population and housing see paragraphs 1.90 to 1.95.

3.24 Of the ABS data items relating to the concept of unemployment, unemployed persons is available from the 1981 Census of Population and Housing. The unemployment rate can be calculated from data made available.

Employer survey system

3.25 For details of the structure and methodology of the employer survey system, see paragraphs 2.56 to 2.77.

3.26 Of the concepts relating to unemployment, job vacancies and job vacancy rate are available from the Survey of Job Vacancies and Overtime.

NON-ABS SOURCES

Department of Employment and Industrial Relations (DEIR) — Commonwealth Employment Service (CES)

3.27 DEIR produces a quarterly series of CES statistics on CES registrants who are unemployed awaiting placement, and unfilled vacancies notified to the CES at the end of the quarter (the regular collection of which was terminated after March 1981 and resumed in June 1983). It also provides statistics on some characteristics of persons registering (with separate details on persons who are Aboriginal or handicapped), vacancies notified and vacancies filled during the month or quarter. The statistics are compiled from CES administrative records.

Department of Social Security (DSS)

3.28 Statistics on unemployment benefit recipients are compiled quarterly by DSS from administrative records and provide data on the number of persons in receipt of unemployment benefit, such persons having satisfied the appropriate criteria of eligibility for such benefit. These data are cross-classified by certain major characteristics such as age, birthplace, previous occupational status, etc.

COMPARABILITY OF SOURCES

The Labour Force Survey (LFS) and Department of Social Security (DSS) Statistics

3.29 There are substantial differences between these series. The LFS measures unemployment according to definitions which conform closely to those recommended by the International Labour Organisation. The DSS data indicate the number of persons being paid unemployment benefits. The main reasons for the differences between the two series are:

- (a) LFS unemployment estimates exclude those who have not actively looked for work at any time during the four weeks up to the end of the survey week — thus, discouraged jobseekers (see paragraph 4.12) are excluded from the LFS estimates; also excluded are persons who want a job but are not actively looking for work because of personal or family circumstances, such as ill-health, physical disability, or because

they are looking after children or other relatives (some of these people excluded from the LFS unemployment estimates could be included in DSS statistics; indeed, it could reasonably be expected that there would be a number of discouraged jobseekers among those who have been in receipt of unemployment benefit continuously for long periods);

- (b) the LFS counts as employed a number of persons who have a legitimate entitlement to unemployment benefits — these are mainly persons who work for one hour or more during the survey week for pay, profit, commission or payment in kind in a job, business or on a farm; if that work is part-time or casual, income derived from it may not disqualify the recipient from benefit although it may affect the rate payable;
- (c) changes to the unemployment benefit income test in November 1980 were specifically designed to encourage temporary part-time and casual work; people are not totally excluded from eligibility until their weekly income reaches certain limits (the limits which apply vary according to the family circumstances of the applicant);
- (d) LFS unemployment estimates also exclude unpaid family helpers (i.e. in a business or on a farm) where they work for 15 hours or more without pay — some of these people may be entitled to unemployment benefits; and
- (e) the timing of payments made by DSS may affect comparisons — persons paid in arrears may be included by DSS but not by the ABS in the LFS.

3.30 All of these factors point to possible categories of legitimate unemployment benefit recipients who would not be counted as unemployed according to the LFS definitions. There are, as well, factors working in the reverse direction:

- (a) the LFS estimates include unemployed persons aged 15, whereas such people should not be included in DSS statistics because they are ineligible for unemployment benefit; LFS estimates also include unemployed males aged 65 and over and unemployed females aged 60 and over, whereas such people are also ineligible for unemployment benefit;
- (b) the LFS estimates include unemployed married persons — some of these would be ineligible for unemployment benefit because of their spouse's income;
- (c) the LFS estimates include school leavers who become unemployed within four weeks before the survey date, whereas such people would be required to serve a six-week waiting period before becoming eligible for unemployment benefit;
- (d) there is a range of waiting periods for unemployment benefit entitlement — for example, one week in the case of a standard claim and up to twelve weeks for a person who has been disqualified from benefit as a result of refusal of employment; and
- (e) full-time students are not eligible for unemployment benefits — however, some full-time students satisfy the LFS definition of unemployment.

3.31 In addition to the reasons for differences in the two series, given in paragraphs 3.29 and 3.30, the LFS estimates are subject to sampling error.

The Labour Force Survey (LFS) and Commonwealth Employment Service (CES) Statistics

3.32 The LFS estimates of the number of unemployed persons looking for full-time work may differ from the CES figure of the number of persons awaiting placement in full-time employment for a number of reasons, including the following:

- (a) LFS estimates include some unemployed persons (particularly females) who do not register with the CES;
- (b) LFS estimates exclude persons who work for one hour or more during the survey week, although they may be registered with the CES — for example, because they become unemployed during the week or work for only short periods;
- (c) LFS estimates exclude persons registered as unemployed who find jobs but do not notify the CES of their changed situation;
- (d) LFS estimates represent averages over a two-week period whereas the CES figures refer to numbers registered on the Friday nearest the end of the month — this timing difference is particularly important in periods when there are substantial rises or falls in unemployment or in registrations with the CES;
- (e) LFS estimates are based on actual activity, i.e. persons have to be actively looking for and available to start work to be counted as unemployed — persons who may no longer be actively looking for or available to start work may be included as unemployed by the CES; and
- (f) LFS estimates are subject to sampling error.

ABS Survey of Job Vacancies and Overtime and Commonwealth Employment Service (CES) Statistics

3.33 The ABS quarterly Survey of Job Vacancies and Overtime yields for each State and Territory, estimates of vacancies in the manufacturing industry and for all other industries combined. The May quarter survey also collects data on the proportion of these vacancies registered with the CES. These estimates should be treated with caution as, in addition to sampling variability of the estimates, there are other factors which may affect their reliability, namely:

- (a) errors in the recollection of employers as to whether they registered their vacancies with the CES; and
- (b) possible inconsistencies by government bodies in reporting vacancies registered.

3.34 The CES also publishes figures of total vacancies registered with them. When comparing these figures with those of the ABS, a number of factors should be taken into consideration, namely:

- (a) notification of vacancies to the CES is voluntary and many vacancies are not registered;
- (b) the CES figures may include some vacancies already filled or cancelled by the date at which the figures are compiled, but about which the CES may not have been notified;
- (c) CES vacancies are those which were unfilled at the Friday nearest the end of the month and which employers claimed could be filled if the labour were supplied immediately or within the following month, whereas ABS survey estimates relate to jobs available for immediate filling on the survey date and for which recruitment action has been taken;
- (d) the ABS survey excludes vacancies of less than one day's duration — a very large proportion of CES vacancies are filled within 24 hours of notification; and
- (e) the estimates from the Survey of Job Vacancies and Overtime are subject to sampling error.

CHAPTER 4

PERSONS NOT IN THE LABOUR FORCE

4.1 The definition of the economically active population, embodied in the resolution of the Thirteenth International Conference of Labour Statistics (ICLS) 1982 and set out in paragraph 1.22, permits different measures of the economically active population. The resolution also provides for two corresponding measures of the population not economically active. The population not *currently* active is equated to the 1954 ICLS concept of persons not in the labour force and comprises all persons neither employed nor unemployed during a brief reference period. The population not *usually* active comprises all persons whose main activity status during the longer specified period was neither employed nor unemployed.

ABS CONCEPTS AND DEFINITIONS

4.2 As part of the population survey program the ABS has, since 1975, conducted regular surveys of persons not in the labour force. Information on their availability for work and reasons for not currently looking for work is collected and is used to measure the potential supply of labour not reflected in employment and unemployment statistics. As a result of the changing character of the labour market over the years, and taking account of new international standards and developments overseas, the latest surveys have been modified to allow classifications of persons not in the labour force which reflect the relative strength of attachment to the labour force, and has led to the development of the concepts of 'marginal attachment to the labour force' and 'discouraged jobseekers'.

4.3 In the following paragraphs, any reference to 'survey week' means the week immediately preceding that in which the interview took place.

Persons not in the labour force

4.4 As defined for the population surveys and the censuses of population and housing, persons not in the labour force are those persons who do not meet the criteria that would enable them to be classified as being in the labour force. To be classified as being in the labour force, a person must be aged 15 and over and be either employed or unemployed. Definitions of employed and unemployed are given in paragraphs 2.4 to 2.8, and paragraphs 3.5 to 3.9 respectively.

4.5 Persons not in the labour force, therefore, include all persons aged 15 and over who are not employed who want work but do not meet the criteria to be classified as unemployed; who do not want to work; or who, through incapacity or infirmity, cannot work. Included in this group are the discouraged jobseekers and other persons marginally attached to the labour force.

4.6 The following concepts and definitions apply to the population surveys.

Persons with marginal attachment to the labour force

4.7 *Persons with marginal attachment to the labour force* are those who were not in the labour force in the survey week and who:

- (a) wanted to work and were available to start work within four weeks (see paragraph 4.9 below); or
- (b) were actively looking for work but were not available to start work within four weeks (see paragraph 4.10 below).

4.8 The criteria determining those in the labour force are based on actual activity (i.e. working or looking for work) during the survey week. The criteria associated with marginal attachment to the labour force, in particular the concepts of wanting to work, availability to start work and reasons for not actively looking for work, are more subjective and are not based on a person's actual activity. Hence, the measurement of marginal attachment is affected by the respondent's own interpretation of the concepts used. A respondent's interpretation is affected by such factors as his/her work aspirations as well as family, economic and other commitments.

Wanting to work and availability to work

4.9 *Persons who wanted to work and were available to start work within four weeks* are those who:

- (a) in the four weeks up to the end of the survey week had taken active steps to find work and were available to start work within four weeks, even though they were unable to start in the survey week for reasons other than their own temporary illness or injury; or
- (b) were available to start work within four weeks and:
 - (i) although claiming to have looked for work in the four weeks up to the end of the survey week, had not taken active steps to find work; or
 - (ii) in the four weeks up to the end of the survey week had not looked for work but in the survey answered 'yes' or 'maybe' to the question 'Even though you have not been looking for work would you like a full-time or part-time job?'.

4.10 *Persons who were actively looking for work but were not available to start work within four weeks* are those who in the four weeks up to the end of survey week had taken active steps to find work but were not available to start work in the survey week for reasons other than their own temporary illness or injury or within the four weeks following the interview.

Actively looking for work

4.11 For the definition of actively looking for work see paragraph 3.8.

Discouraged jobseekers

4.12 Discouraged jobseekers are those persons with marginal attachment to the labour force who wanted to work and were available to start work within four weeks but whose main reason for not taking active steps to find work was that they believed they would not be able to find a job for any of the following reasons: considered by employers to be too young or too old; difficulties with language or ethnic background; lack the necessary training, skills or experience; no jobs in their locality or line of work or no jobs at all available.

Persons in unpaid community and voluntary services

4.13 Persons working only in unpaid community and voluntary services are generally regarded as being outside the boundaries of production as defined for national accounting purposes, and hence are classified as not in the labour force (see paragraph 1.26 for further information) provided that they do not satisfy other LFS criteria.

4.14 However, in line with recommendations made by the International Labour Organisation in 1982, information on the provision of (welfare) services by volunteers, whether in or out of the labour force, was collected in both Victoria and Queensland as supplementary topics to the November 1982 LFS. The following definitions were applicable to both surveys:

- (a) *volunteer* — a person who at some stage during the year prior to interview gave help through specified organisations; help was included only where no payment, either monetary or in kind, was received (other than reimbursement of expenses incurred while working);
- (b) *volunteer help characteristics* — respondents were asked to indicate the organisations through which unpaid help had been given and the types of help that were given through each organisation; each type

of help was classified according to:

- (i) the type of organisation through which help was given;
- (ii) the community service helped; and
- (iii) the activity performed, i.e. the actual help that was given.

Each unique combination of categories from (i), (ii), and (iii) was defined as one 'kind of help' given by that person. One person could therefore perform a number of different types of help.

Status of worker in last full-time job

4.15 Persons aged 45 and over who have ceased full-time work in the last 20 years (excluding those persons who are institutionalised or permanently unable to work) are classified by status of worker according to their status in their last full-time job.

Persons out of the labour force over a twelve-month period

4.16 Information on persons out of the labour force over a twelve-month period is collected in a supplementary topic on labour force experience which is conducted in association with the LFS. For the definition of this concept see paragraph 1.32.

ABS SOURCES

Population surveys

4.17 For details of the structure and methodology of the population surveys see paragraphs 1.73 to 1.88.

4.18 The data items related to ABS concepts covered in this chapter which are available from the population surveys are: persons not in the labour force; persons with marginal attachment to the labour force; wanting to work and availability to work; actively looking for work; and discouraged jobseekers.

Censuses of Population and Housing

4.19 For details of the methodology used in the censuses of population and housing see paragraphs 1.90 to 1.95.

4.20 Of the ABS concepts covered in this chapter, only persons not in the labour force is available from the 1981 Census of Population and Housing.

CHAPTER 5

A FRAMEWORK FOR WAGES, EARNINGS AND RELATED STATISTICS

5.1 For more than 60 years the International Labour Organisation (ILO) has actively engaged in the development of wages, earnings and related statistics, the setting of international standards and contributing developments in statistical methodology for the collection and compilation of such statistics.

5.2 The principal international recommendations on statistics of wages are those adopted by the Twelfth International Conference of Labour Statisticians (ICLS) in 1973 in a resolution which provided a framework for the collection and compilation of consistent statistical measures of wages, earnings and related statistics. This resolution provided definitions and recommendations on 'wage rates' and 'earnings', endorsed the concept and definitions of 'labour cost' adopted by the ICLS held in 1966 and included the measure 'compensation of employees' as used in the United Nations' System of National Accounts.

THE ILO CONCEPTUAL FRAMEWORK AND DEFINITIONS

Earnings

5.3 The concept of earnings has been defined by the ILO as:

'remuneration in cash and in kind paid to employees, as a rule at regular intervals, for time worked or work done, together with remuneration for time not worked such as for annual vacation, other paid leave or holidays'.

The statistical measure of earnings is based on the concept of wages and salaries as *income* to the employee.

Compensation of employees

5.4 In the United Nations' revised System of National Accounts (SNA) the measure compensation of employees is defined as:

'all payments by producers of wages and salaries to their employees, in kind as well as cash and of contributions in respect of their employees to social security and to private pension, casualty insurance, life insurance and similar schemes'.

Labour cost

5.5 The concept of labour cost has been defined by the ILO as:

'the cost incurred by the employer in the employment of labour'.

The statistical measure of labour cost has been defined as:

'remuneration for work performed, payments in respect of time paid for but not worked, bonuses and gratuities, cost of food, drink and other payments in kind, cost of workers' housing borne by employers, employers' social

security expenditures, cost to the employer for vocational training, welfare services and miscellaneous items, such as transport of workers, work clothes and recruitment, together with taxes regarded as labour cost'.

5.6 An analysis of the components of these measures is shown in Diagram 2 below.

DIAGRAM 2. MAIN COMPONENTS OF THE ILO MEASURES OF EARNINGS, LABOUR COST, AND COMPENSATION OF EMPLOYEES

	Component	Earnings	Compensation of employees (SNA)	Labour cost
I	Direct wages and salaries	+	+	+
II	Remuneration for time not worked			
	(1) Annual vacation, other paid leave	+	+	+
	(2) Public and other holidays	+	+	+
	(3) Other time off granted with pay	+	+	+
	(4) Severance and termination pay	—	+	(a) +
III	Bonuses and gratuities			
	(1) Year-end and seasonal bonuses	+	+	+
	(2) Profit-sharing bonuses	+	+	+
	(3) Supplementary vacation pay and other bonuses and gratuities	+	+	+
IV	Food, drink, fuel and other payments in kind	+	+	+
V	Housing and rent allowances	+	+	+
VI	Social security, pensions, etc.			
	(1) Direct payments by employers to employees regarded as social security payments	—	—	(b) +
	(2) Employers' contributions to social security schemes and pension schemes (statutory and other)	—	+	+
	(3) Imputed contributions of employers in respect of unfunded pension and other social security schemes	—	+	—
	(4) Current receipts from social security schemes organised on behalf of employees	—	—	—
VII	Employers' cost for vocational training	—	—	+
VIII	Employers' cost of welfare services (c)	—	—	+
IX	Employers' other labour cost (d)	—	—	+
X	Taxes regarded as labour cost	—	—	+

(+ included, — excluded from particular measure)

(a) Where not regarded as social security expenditure (as such, included under VI). (b) Includes termination pay regarded as social security benefit and associated payments in respect of former employees. (c) Including canteens and associated services, educational, cultural and recreational facilities and services; grants to credit unions and cost of associated services for employees. (d) Including such items as work clothes, recruitment costs, etc.

Source: International Labour Office, *An Integrated System of Wages Statistics: A Manual on Methods*, Geneva, 1979.

A detailed description of the components set out in the above model follows.

Direct wages and salaries

5.7 Direct wages and salaries represent cash remuneration for current work performed. It includes ordinary time pay and incentive pay of time-rated workers, the earnings of piece-rated workers and premium pay for overtime, late shift and holiday work. It also includes monthly and other regularly paid bonuses which are related to work performed or to current output. Direct wages and salaries also include the pay of trainees and apprentices and that of the personnel employed in establishment-run housing services, medical and health services, vocational training and welfare services.

Remuneration for time not worked

5.8 Remuneration for time not worked comprises direct payments to workers in respect of annual vacation and other paid leave including long service leave, public and other recognised holidays, and other time off with pay granted by the employer, for instance in connection with birth or death of family members, marriage of the employee, union activities, family obligations, functions of titular office, etc., together with payments to employees regarded as severance or termination pay.

Bonuses and gratuities

5.9 Bonuses and gratuities represent payments made at annual or longer intervals which are voluntary distributions of profit and pay regarded as supplementary vacation pay. Payments made on a monthly or more frequent basis under contractual arrangements for work done are included under 'direct wages and salaries'.

Food, drink, fuel and other payments in kind

5.10 Payments in kind represent the value of goods and services given to the employee by the employer as part of the employee's remuneration. Payments in kind do not include general amenities (e.g. canteen and other welfare services) provided by the employer nor does it include free or subsidised housing or medical services.

Housing and rent allowances

5.11 In earnings statistics, free or subsidised housing is seen as income to the employee and is usually equated to the value to the employee of rent, reduced by the rent, if any, paid by that employee. This does not correspond to the amount classified under housing cost borne by the employer in the measurement of labour cost which, for the purposes of measuring labour cost, includes the cost of repairs, maintenance, interest and depreciation and other items.

Social security, pensions, etc.

5.12 This group covers all statutory, collectively agreed or voluntary social security and pension schemes of which some provide benefit to the employee while in employment while others provide benefit to the employee after retirement or to an employee's survivors. The schemes included in this category are: family allowances; sickness, maternity and employment injury insurance (workers' compensation insurance); unemployment benefits; old age, invalidity and survivors' pensions; and the cost of medical and health care. For the purposes of labour cost statistics, expenditure on social security could be in the form of contributions to funds set up for this purpose, direct payments to employees from the current revenue of the establishment or certain other costs associated with the provision of medical and health care.

5.13 For national accounting purposes, where employers make direct payments to employees, in the absence of special schemes or reserves for that purpose, the imputed contributions in respect of such schemes should be included in the figure for employers' contributions to private schemes.

Employers' cost for vocational training

5.14 Cost of vocational training covers the net cost of the following items: fees, salaries and other payments for services of outside instructors, raw materials, energy, small tools, teaching materials, etc., cost of repairs and maintenance as depreciation and interest with respect to buildings and equipment used. Assimilated to these costs are payments made to outside training institutions on behalf of the workers in the establishment and the reimbursement of school fees, etc., to workers. The term vocational training should be taken in a wide sense to include training in health and safety measures and in languages. The cost of staff employed in this activity is included under other categories.

Employers' cost of welfare services

5.15 This group brings together services such as canteens and other food services, educational, cultural, recreational and related facilities and services, grants to credit unions and related services for employees. The cost to be recorded under this group relates to the net cost to employers after taking into account grants-in-aid, tax rebates, etc. It includes depreciation on buildings and equipment, repairs and maintenance. Interest forgone on interest-free loans to workers should be regarded as labour cost. The cost of staff employed in connection with welfare services should be included under other categories.

Employers' other labour cost

5.16 This category includes such things as work clothes and recruitment costs (e.g. travel expenses paid for interviews of new recruits, the cost of advertisements, fees paid to public and private employment services in connection with recruitment, etc.).

Taxes regarded as labour cost

5.17 The treatment of taxes in the context of labour cost statistics is one of the most complex of conceptual problems. It is very difficult to establish a simple criterion for deciding which taxes should be regarded as labour cost. However, following logically from the definition of labour cost as the cost to the employer of the employment of labour, all taxes which are incurred by the employer in direct connection with the employment of labour, for example taxes on employment and on payrolls, are included.

5.18 The framework for wages statistics provided by the ILO encompasses, as well as the wage measures described above, studies on wage rates.

Wage rates

5.19 The ILO recommends that data on time rates of wages should relate to an appropriate time period such as the hour, day, week, etc., for which wage rates are determined. Wage rates should include basic wages, cost of living allowances, and other guaranteed and regularly paid allowances, but exclude overtime payments, bonuses and gratuities, family allowances and other social security payments made by employers. Ex gratia payments in kind, supplementary to normal wage rates, are also excluded. A distinction is made between wage rates fixed by or in pursuance of collective agreements, awards or determinations, i.e. 'award rates' and those actually paid to individual workers (or 'paid rates'), as well as time rates for normal periods of work, piece-rates (where remuneration is in relation to their output), overtime rates, shift rates and premium rates for work on holidays.

SCOPE OF ABS STATISTICAL MEASURES

5.20 The scope of current ABS statistical measures of 'earnings' and 'compensation of employees' and the theoretical scope of the proposed measure of 'labour costs' are presented in Diagram 3 on page 44. Where components are included within the scope of ABS measures they are marked by a '+'. Note that not all components shown in Diagram 3 are obtainable as separate items. Because of the interest shown in the relationship between these measures and the statistical measure of 'income', the scope of ABS income measures are included in the diagram for comparison purposes.

5.21 Three types of earnings measures are shown in Diagram 3. The ABS produces measures of weekly earnings from both employer-based surveys and population surveys. Measures of quarterly earnings are produced from a quarterly employer-based survey. Two income measures are also shown — current income as measured by a population survey and usual weekly income obtained from the Census of Population and Housing. For full details of earnings and income measures, refer to Chapter 6.

5.22 Measures of labour costs have not yet been produced by the ABS however work has commenced on the development of a labour cost survey. Because of anticipated data collection problems with some items, the survey may not cover all the labour cost components given in the Diagram 3. Further details on labour cost concepts may be found in Chapter 8.

5.23 The ABS measures of award rates of pay, earnings, compensation of employees and the proposed measure of labour costs align very closely with the international recommendations promulgated by the ILO, and with the United Nations System of National Accounts. Variations to suit Australian conditions have had to be introduced during the translation of conceptual ideals into practice because of the impracticability of data collection in some instances or by the imprecision of the data in others.

5.24 A full description of the ABS concepts, definitions and data sources for ABS measures of earnings and income, and labour costs are given in Chapters 6 and 8 respectively.

DIAGRAM 3. SCOPE OF EARNINGS, INCOME AND LABOUR COSTS MEASURES PRODUCED BY THE ABS

Component	Earnings			Compensation of employees	Labour costs	Income	
	Actual weekly		Actual quarterly			Actual annual	Current
	Employer-based survey	Population survey	Employer-based survey	Australian National Accounts	Employer-based survey (proposed) (*)	Population survey	Population census
I Earnings of employees							
(1) Remuneration for time worked	+	+	+	+	+	+	+
(2) Remuneration for time not worked							
(a) Paid recreation and sick leave	+	+	+	+	+	+	+
(b) Paid public holidays	+	+	+	+	+	+	+
(c) Paid long service leave	—	+	+	+	+	+	—
(d) Retrospective pay and pay in advance	—	+	+	+	+	+	—
(e) Leave loading	—	+	+	+	+	+	—
(f) Other time off granted with pay	+	+	+	+	+	+	+
(g) 'Make-up' pay for employees on workers' compensation	+	+	+	+	+	+	+
(h) Severance and termination pay	—	+	+	+	+	—	—
(3) Bonuses, gratuities, profit sharing and other allowances							
(a) Regularly received	+	+	+	+	+	+	+
(b) Irregularly received	—	+	+	+	+	+	—
(4) Food drink and other payments in kind	—	—	—	+	+	+	—
(5) Housing and rent allowances	—	+	—	—	+	+	+
II Payments by employers							
(1) Employer contributions to superannuation, pension schemes	—	—	—	+	+	—	—
(2) Direct payments to ex-employees in form of pensions and lump sums	—	—	—	+	+	+	+
(3) Employers' payments for workers' compensation insurance	—	—	—	—	+	—	—
(4) Employers' costs for vocational training	—	—	—	—	+	—	—
(5) Employers' costs for welfare and medical services and staff amenities	—	—	—	—	+	—	—
(6) Employers' other labour costs (recruitment, work clothes, etc.)	—	—	—	—	+	—	—
(7) Taxes regarded as employers' labour costs	—	—	—	—	+	—	—
III Personal income from other sources							
(1) Income from superannuation and other private pensions	—	—	—	—	—	+	+
(2) Income from government cash benefits	—	—	—	—	—	+	+
(3) Workers' compensation insurance payments	—	—	—	+	—	+	+
(4) Interest, dividends, rent	—	—	—	—	—	+	+
(5) Income from own business or partnership	—	—	—	—	—	+	+
(6) Income from other sources	—	—	—	—	—	+	+

(+ included. — excluded from particular measure)

(*) The ABS labour costs' measure being developed may not cover all the components listed (see paragraph 5.22).

CHAPTER 6

AWARD RATES, EARNINGS AND INCOME

6.1 The framework for wages and related statistics specified by the International Labour Office (see Chapter 5) encompasses different measures of wages statistics which are used for a variety of purposes. The ABS compiles statistics on a number of these wage measures. However, because the data are obtained from a variety of sources and the nature and purpose of the collections vary, the concepts involved are often defined differently. The ABS concepts of 'earnings' and of 'income' as measured in a range of collections, and 'award rates of pay' are defined below.

ABS CONCEPTS AND DEFINITIONS

Award rates of pay

6.2 Statistics on award rates of pay are presented by the ABS in the form of indexes and relate to full-time adult wage and salary earners whose rates of pay are normally varied in accordance with awards, etc. The award rates used in the compilation of the indexes are those prescribed for a full week's work (excluding overtime), that is for the standard hours of work prescribed in awards, determinations and collective agreements. These rates generally consist of the base rate and any allowances or loadings (e.g. industry allowances) that are applicable to *all* workers under a specific award classification. However, loadings that apply only in special circumstances (e.g. those payable because of working in wet, dirty or confined spaces) are excluded. In some awards included in the indexes, regarded as paid rates awards, the award rate is set to absorb likely over-award payments. In the majority of cases the rates are prescribed in awards or determinations of Federal or State industrial arbitration authorities or in collective agreements registered with them. Rates prescribed in unregistered collective agreements are used where these are significant in the particular industries to which they refer.

6.3 In the compilation of award rates of pay indexes, the following definitions apply:

- (a) *wage and salary earners*:
 - (i) wage earners are those engaged mainly in manual work and/or employed in blue collar occupations; remuneration for wage earners is usually stated in terms of a weekly wage;
 - (ii) salary earners are those engaged mainly in non-manual work and/or employed in white collar occupations; remuneration for salary earners is normally stated in terms of an annual salary;
- (b) *standard weekly hours of work* — this relates to the number of hours per week prescribed in awards, etc. for full-time workers in particular occupations (for certain occupations (e.g. teachers, university lecturers) no specific hours are prescribed); indexes of hourly award rates of pay are compiled for wage earners only;
- (c) *award designation* — this relates to the specific description of an occupation in an award, etc. (e.g. Metal Machinist, Class 1);
- (d) *Federal awards* — these include awards of, or collective agreements registered with, the Australian Conciliation and Arbitration Commission, the Coal Industry Tribunal, the Flight Crew Officers Tribunal and determinations of the Australian Public Service Arbitrator and unregistered collective agreements

operative in more than one State or Territory where these are significant in the particular industries to which they refer;

(e) *State awards* — these include awards, or determinations of, or collective agreements registered with, State industrial tribunals together with certain unregistered collective agreements where these are significant in the particular industries to which they refer and operate within one State only.

Earnings

Weekly earnings of employees

6.4 As defined in the Survey of Average Weekly Earnings (AWE) and the Survey of Employee Earnings and Hours (EEH), weekly total earnings of employees (wage and salary earners) refers to one week's earnings related to the reference period, before taxation and any other deductions (e.g. superannuation, board and lodging) have been made. Earnings comprise ordinary time earnings (see paragraph 6.6 below); overtime earnings; all workers' compensation payments made through the payroll; and salary payments made to directors. Excluded are retrospective pay; pay in advance; leave loadings; severance pay; termination and redundancy payments; directors' or office holders' fees; payments to proprietors or partners of unincorporated businesses; payments to self-employed persons such as subcontractors, etc.; and allowances which are reimbursements to employees for travel, entertainment, etc. Benefits other than wages, salaries and supplements that may arise from employment (e.g. concessions such as employers providing goods and services free or at discounted prices) are also excluded. However, information on the incidence of such benefits is collected annually (see Chapter 7 for details).

6.5 Data on the weekly earnings of employed wage and salary earners are also obtained in an annual supplementary topic to the Labour Force Survey (LFS) on weekly earnings of employees. For this topic, weekly earnings refers to the amount of 'last total pay' prior to the interview (before taxation and other deductions have been made). For persons paid other than weekly, earnings are converted to a weekly equivalent. No adjustment is made for any back payment of wage rises or pre-payment of leave, etc.

Ordinary time earnings

6.6 As defined in AWE and EEH, weekly ordinary time earnings refers to that part of weekly total earnings attributable to award, standard or agreed hours of work. Included in ordinary time earnings are over award payments, penalty payments, shift and other allowances; commissions and retainers; bonuses and similar payments relating to the reference period; payments under incentive or piecework; payments under profit-sharing schemes normally paid each pay period; and payments for leave taken during the reference period.

Average weekly earnings

6.7 Data on average weekly earnings are available from both AWE and EEH. Average weekly earnings are derived by dividing estimates of weekly total earnings (see paragraph 6.4) by estimates of employment. Statistics of average weekly earnings represent average gross (before tax) earnings of employees and do not relate to average award rates nor to the earnings of the 'average person'. *Employees* refers to all wage and salary earners who are within scope of the survey (see Chapter 2) who received pay for any part of the reference period.

Compensation of employees

Wages, salaries and supplements — Australian National Accounts

6.8 For national accounting purposes, compensation of employees is measured by wages, salaries and supplements. Wages, salaries and supplements are defined as payments by producers to their employees in the nature of wages and salaries including allowances for income in kind (board and quarters, etc.), together with supplements to wages and pay and allowances of members of the defence forces. Employees cover all persons engaged in the activities of incorporated business units and in the production of government services and services of non-profit organisations, members of the defence forces and all persons engaged in the activities of unincorporated enterprises except the proprietors and unpaid members of the family.

6.9 Until 1980-81, estimates of private wages and salaries had been compiled mainly using payroll tax data, with provision for wages and salaries paid by employers not subject to payroll tax being based on estimates of employment and average earnings. In December 1981, estimates were obtained from the interim Quarterly Survey of Earnings which was replaced in September 1983 by the Survey of Employment and Earnings (SEE) which is conducted as part of the employer survey system (see Chapter 2). Estimates of gross wages and salaries obtained from SEE include ordinary time earnings which include over award payments, penalty payments, shift and other remunerative allowances, commissions and retainers, bonuses and similar payments, payments under incentive or piecework, and payments under profit-sharing schemes; overtime earnings; leave loadings; annual and long service leave payments (except those paid on termination); sick leave payments; advance and retrospective payments; salary payments made to directors; and amounts paid to employees on workers' compensation which are not covered by insurance i.e. 'make-up' pay. Excluded are payments to proprietors/partners of unincorporated businesses; payments to self-employed persons such as subcontractors, owner-drivers, consultants and persons paid solely by commission without a retainer; allowances which are reimbursements to employees for travel, entertainment, meals and other expenditure incurred in conducting the business of their employer; and workers' compensation payments other than 'make-up pay'. Information on severance, termination and redundancy payments as well as fees for directors or office holders is collected separately in this survey. Estimates of wages and salaries obtained from other ABS integrated economic censuses and surveys are also used. These estimates are used to represent the non-farm wages and salaries component of the wages and salaries for national accounting purposes. Farm wages and salaries are estimated from data obtained in the Agricultural Finance Survey.

6.10 Supplements to wages and salaries are compiled annually using statistics of workers' compensation insurance and superannuation funds. Supplements consist of employers' contributions to pension and superannuation funds, direct payments of pensions and retiring allowances by employers, and amounts paid as workers' compensation for injuries. Employers' contributions to pensions and superannuation funds, in general, reflect the accruing liability to employees. Some government organisations contribute to their superannuation funds only as payments of benefits are made. In such cases it would be proper to impute payments as the liability accrues. This is not done in Australian national accounting estimates except in respect of the Postal and Telecommunications Commissions where, in their commercial accounts, the accruing liability is debited as a working expense.

6.11 Pay and allowances of members of the defence forces consist of active pay, field, subsistence and dependants' allowances and the value of food, clothing, etc. supplied in kind. They include deferred pay but exclude war gratuities.

Income

Individual income

6.12 In the Income and Housing Survey — a special supplementary survey conducted during the period September to November 1982 — information on individual income (before the deduction of tax) was obtained. The following definitions applied:

- (a) *total annual income* — total annual income was defined as being the sum of amounts received in 1981-82 from wages and salaries; own business, farm, profession, etc.; share in a partnership; government cash benefits; superannuation; workers' and road traffic accident compensation; interest, dividends, rent, etc.; and other sources, e.g. trust or will, maintenance or alimony;
- (b) *total current income* — total current income was defined as the sum of weekly amounts currently received from wages and salaries; government cash benefits; other regular payments such as superannuation, maintenance, etc.; and of derived weekly equivalent amounts for income received from own business, partnerships, interest, rent, dividends, etc. during 1981-82.

6.13 In the 1981 Census of Population and Housing, the *usual* weekly income for persons aged 15 years and over, expressed in income ranges, was obtained. Income (called 'individual income') comprised wages and salaries including overtime, superannuation receipts, pensions, family allowances, unemployment benefits, other benefits, tips and gratuities, business and farm income (less operating expenses) and any other income, before the deduction of tax, superannuation contributions, health insurance, etc.

6.14 In the 1984 Household Expenditure Survey, income was defined as gross weekly income from all sources (before deductions for income tax, superannuation, etc.) at the time of the interview. Income was collected in respect of all household members. The main components of income are current usual wages and salaries; income derived from self-employment; government direct benefits (including benefits received from an overseas government); income from investments (including interest, dividends, royalties and rent); and other regular income (including educational grants and private and government scholarships received in cash, superannuation, workers'

compensation, alimony or maintenance, and any other allowances regularly received). In general, income was regarded as all receipts which were received regularly and were of a recurring nature. Certain receipts were not considered to conform to this criterion and were therefore treated as being outside the scope of the survey. Such receipts include maturity payments on insurance policies, superannuation, etc.; lump sum compensation for injury, legal damages received; windfall gains such as gambling and lottery winnings; lump sum inheritances and other lump sum receipts; withdrawals from savings, loans obtained; profit from buying and selling of stocks and shares, unless as a business; the value of home-produced goods where the economic activity of the household was not associated with the production of these goods; and monetary gifts if not regularly received and the value of non-monetary gifts from another household.

Income unit

6.15 The concept of income unit is used in a number of surveys conducted by the ABS as part of the population survey program and in the 1981 Census of Population and Housing. In the 1982 Income and Housing Survey and the 1982 Families Survey (a special supplementary survey conducted during the period March to June 1982) the following income unit types were defined:

- (a) *married couple income units* which consist of a husband, wife and dependent children (if any) as defined; de facto relationships are included;
- (b) *one parent income units* which consist of a parent and at least one dependent child;
- (c) *one person income units* which consist of persons who are not included in (a) or (b) above; non-dependent children living with their parents are classed as one person income units;
- (d) *dependent children* are all unmarried persons living with their parent(s) and either under 15 years of age, or full-time students aged 15 to 20 years; any income received by dependent children is not included in the income of the income unit to which they belong.

6.16 In the 1981 Census of Population and Housing, income unit type is derived from the classification of family type (see Chapter 1) and is, to some extent a disaggregation of the three income unit types shown above.

Income unit income

6.17 In the 1982 Income and Housing Survey and the 1982 Families Survey, this is the sum of the income of all members of the income unit other than dependent children.

6.18 In the 1981 Census of Population and Housing, income unit income is expressed as either family income or individual income, as defined, depending on the income unit type.

Family income (See Chapter 1 for the classification of families and family types.)

6.19 As defined in the 1982 Income and Housing Survey, family income is the sum of the incomes of all members (other than dependent children) of the family.

6.20 In the 1981 Census of Population and Housing, family income is the sum of the midpoints of the income ranges of the head of the family and spouse where both were present on census night, or the individual income of the head where no spouse was present.

6.21 In the 1982 Families Survey, income is presented in terms of income units (see paragraph 6.15 above) and not for families as defined.

Household income

6.22 In the 1982 Income and Housing Survey and the 1984 Household Expenditure Survey, household income is the sum of the incomes of all members of the household.

6.23 In the 1981 Census of Population and Housing, household income is defined as being the sum of the midpoints of the income ranges of all members of the household aged 15 and over.

6.24 In each of the surveys and the census, the definition of household is based on the criteria of persons who live together (in a single dwelling) as a single unit in the sense that they have common housekeeping arrangements; that is, they have some common provision for food and other essentials of living. A person, or persons, living in the same dwelling but having separate catering arrangements constitute a separate household.

Income sources

6.25 Information on the sources of income for income recipients is obtained from a number of surveys conducted by the ABS as part of the population survey program. In these surveys the principal source of income, when identified, is the source of income which contributes the largest share of total income. In the 1982 Income and Housing Survey, the following sources of income were defined:

- (a) *income from wages or salary* — income from wages or salary was defined as income from all wage or salary jobs before the deduction of tax; workers' compensation payments (other than lump sum payments) for temporary loss of wages or salary were included;
- (b) *income from own business, farm, etc. and income from a share in a partnership* — in both these cases, income was defined to be net of business expenses; if income had not been received in 1981-82 or a loss had been made, income from these sources was recorded as nil; current income from these sources was estimated by deriving a weekly equivalent of amounts received from these sources in 1981-82;
- (c) *income from government cash benefits* — income from government cash benefits includes income received through programs of assistance to aged persons, incapacitated and handicapped persons, unemployed and sick persons, veterans and their dependants, widowed and single parents, families and children, and other social security and welfare programmes (family allowance payments were included);
- (d) *income from superannuation* — income from superannuation comprises regular payments made to a retired person or his/her survivors by a former employer, either directly or through a superannuation fund, insurance company, etc.; any lump sum payment received by a person on his/her retirement was excluded;
- (e) *interest, dividends, rent, etc.* — interest, dividends, rent, etc. includes interest on savings, bonds, debentures, etc., dividends from stocks and shares, net income from rental of a house or other property and net royalties; current income from these sources was estimated by deriving a weekly equivalent of amounts received from these sources in 1981-82;
- (f) *income from other sources* — income from other sources comprises income from items such as educational scholarships; maintenance or alimony; a trust, will or annuity; income paid at regular intervals and received by a beneficiary under a will, settlement, deed, gift or instrument of trust was included (however, a lump sum payment from any of these sources was not regarded as income).

6.26 Data on sources of income are also available from the 1984 Household Expenditure Survey. The sources are defined similarly to those shown above.

6.27 In the 1982 Families Survey, source of income is defined in the following way:

- (a) *private income* — private income is the total income less income from government cash benefits;
- (b) *earned income* — earned income is the income from wages and salaries before tax or other deductions are made, and income from own business relating to the financial year ended 30 June 1981 before tax but after business expenses have been deducted;
- (c) *income from government cash benefits* — this is the income from any government pensions, allowances or benefits.

ABS SOURCES

Population surveys

6.28 For a description of the structure of population surveys in general and the methodology used see paragraphs 1.73 to 1.88. Specific special supplementary surveys referred to in this chapter are described below.

1982 Income and Housing Survey

6.29 The 1982 Income and Housing Survey was a special supplementary survey which was conducted throughout Australia during the period September to November 1982. The survey was based on a multi-stage area sample of private dwellings (about 15,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covered about one-third of one per cent of the population of Australia.

6.30 The information was obtained by trained interviewers in a personal interview conducted with each resident aged 14 years and over in the selected dwelling.

6.31 Included in the scope of the survey were all persons aged 14 years and over, except:

- (a) members of the Australian defence forces and their dependants in military establishments;
- (b) certain diplomatic personnel of overseas governments customarily excluded from census and estimated populations;
- (c) overseas visitors holidaying in Australia;
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia; and
- (e) students in boarding schools, patients in hospitals and sanatoria, and inmates of gaols, reformatories, etc.

6.32 Income details were not asked of migrants who had arrived in Australia after 30 June 1982, nor of persons who had been overseas for the whole of 1981-82. Full-time school students aged 14 to 20 years also were not asked details of income.

6.33 For certain persons, annual income as measured in this survey may not reflect actual circumstances over the period. Such persons are of two types:

- (a) persons not in a position to receive income as defined for the full period (e.g. migrants who arrived part way through the period); and
- (b) persons who may have been dependants at some time during the period but were not at time of interview; in this case, attributes measured at time of interview (e.g. marital status, school attendance) are not appropriate variables with which to classify annual income.

6.34 For this reason output tables on annual income produced from the survey excluded the following persons:

- (a) females who changed marital status after 30 June 1981;
- (b) persons who attended school (full-time) for part of the year 1981-82;
- (c) persons who migrated to Australia after 30 June 1981; and
- (d) Australians who were overseas and not working for an Australian business for more than 12 weeks during 1981-82.

1982 Families Survey

6.35 The 1982 Families Survey was a special supplementary survey which was conducted throughout Australia during the period March to June 1982. The survey was based on a multi-stage area sample of private dwellings (about 15,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covered about one-third of one per cent of the population of Australia.

6.36 The information was obtained by trained interviewers in a personal interview conducted with persons aged 15 years and over who were within scope of the survey, except those aged 15 to 20 years attending school.

6.37 Included in the scope of the survey were all persons in Australia except:

- (a) members of the Australian defence forces (and their dependants) living in military establishments;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas visitors holidaying in Australia;
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia; and
- (e) patients in hospitals and sanatoria and inmates of gaols, reformatories, etc.

1984 Household Expenditure Survey (HES)

6.38 The 1984 HES was a special supplementary survey conducted throughout the whole year. The survey was based on a multi-stage area sample of private dwellings and caravan parks (approximately 9,500 dwellings). Other non-private dwellings such as hotels, motels, boarding houses, etc. were not included. The survey covered both rural and urban areas across all States and Territories of Australia.

6.39 Information was collected on a household basis rather than for selected individuals in the population, because many items of expenditure such as food, accommodation and household goods and appliances relate to the household as a unit.

6.40 The following were excluded from the survey:

- (a) foreign diplomatic and foreign diplomatic staff households;
- (b) foreign defence force staff households;
- (c) visitors staying with the household for less than six weeks after the initial interview;
- (d) households with one or more usual members, who were spenders (i.e. household members aged 15 years and over), who could not be interviewed within 14 days after the initial approach; and
- (e) households with one or more usual members, present at the initial interview, who did not intend to return before the end of the diary-keeping period.

6.41 For further information relating to methodology of this survey see *Information Paper: 1984 Household Expenditure Survey* (ABS Catalogue No. 6526.0).

6.42 The main sources of information within the population survey program for data relating to the earnings and income concepts listed in this chapter are shown below. In various surveys, differences in scope may result in slight discrepancies in the definitions of the concepts, etc. Data on award rates of pay are not collected in the population surveys. The information sources are:

- (a) weekly earnings of employees (wage and salary earners) — a supplementary topic on weekly earnings of employees held in August each year and a supplementary topic on multiple job holding held biennially;
- (b) individual income — the 1982 Income and Housing Survey and the 1984 Household Expenditure Survey;
- (c) income unit, income unit income — the 1982 Income and Housing Survey and the 1982 Families Survey;
- (d) family income — the 1982 Income and Housing Survey;
- (e) household income — the 1982 Income and Housing Survey and the 1984 Household Expenditure Survey;
- (f) income sources — the 1982 Income and Housing Survey, the 1984 Household Expenditure Survey and the 1982 Families Survey.

Censuses of population and housing

6.43 For the methodology used in the censuses of population and housing see paragraphs 1.90 to 1.95.

6.44 Of the concepts relating to award rates, earnings and income which are listed in this chapter those of individual income, income unit, income unit income, family income and household income are available from the 1981 Census of Population and Housing.

Employer survey system

6.45 For a description of the structure and methodology of the employer survey system, see paragraphs 2.56 to 2.77.

6.46 The concepts listed in this chapter relating to award rates, earnings and income which are covered in the surveys of the employer survey system are:

- (a) incidence of industrial awards, determinations and collective agreements — survey of employee earnings and hours (EEH);
- (b) weekly earnings and average weekly earnings of employees (wage and salary earners) — AWE, EEH;
- (c) ordinary time earnings — AWE, EEH; and
- (d) wages and salaries for national accounting purposes — survey of employment and earnings (SEE).

Award rates of pay indexes

6.47 The construction of the award rates of pay indexes is similar in general design to other indexes, such as the Consumer Price Index, and is based on a representative 'basket' of award designations. The indexes of award rates are designed to measure general trends in award rates of pay. They do not measure relative levels of average award rates of pay between States or between industries. They are updated monthly on the basis of advices of award variations determined or authorised by industrial tribunals. Variations to some unregistered collective agreements (i.e. those agreements made by an employer with a group of employees and which are not registered with a Federal or State industrial arbitration authority) are also included in the indexes.

6.48 All full-time adult wage and salary earners whose rates of pay are normally varied in accordance with awards, determinations or registered collective agreements are covered in the indexes. Approximately one per cent of employees are covered by unregistered collective agreements. For statistical purposes these have been considered to be similar to awards. The rates prescribed in the more important of these have therefore also been included in the indexes. Rates of pay applicable to approximately 11 per cent of full-time adult wage and salary earners who are not covered by awards, determinations or registered or unregistered collective agreements are excluded from the indexes.

6.49 General loadings of various kinds are included where these apply to all workers under particular award designations, e.g. industry allowances. Loadings payable because of length of service (e.g. service increments) have been included where appropriate. However, loadings that apply only in special circumstances (e.g. those payable because of working in wet, dirty or confined places, excess fares incurred due to location of building site, etc.) are excluded. The indexes include supplementary payments which are specified in a number of awards.

6.50 The indexes are based on awards covering employees in private and government employment except for serving members of the defence forces and employees classified to Division A (Agriculture, forestry, fishing and hunting) and Subdivision 94 (Private households employing staff) of the Australian Standard Industrial Classification.

6.51 The source used to base the indexes was the May 1976 Survey of Employee Earnings and Hours (EEH), a sample survey which included information on occupations, awards and award designations from approximately 70,000 selected employees. A sub-sample of 3,990 employee records obtained from the May 1976 EEH, limited to full-time adult employees covered by awards, was selected and stratified by State and occupation group.

6.52 Each of the 3,990 selected employee records represented a particular award designation, with some designations being represented more than once because of their relative importance. The total number of different award designations included in the indexes is 2,387, prescribed in 897 individual awards, determinations or collective agreements. For the component of the indexes that relates to wage earners only, the corresponding numbers are 2,625 individual award designations, 1,735 different award designations and 697 awards.

6.53 Data on award rates payable for 1976 and subsequent years were compiled for each of the selected award designations. Estimates of weighted average award rates were calculated by expanding data for the sample of award designations.

6.54 The base period for the award rates of pay indexes is June 1976. Minimum weekly award rates of pay applicable to the selected award designations are expressed as index numbers such that June 1976 = 100.0. The weighted average minimum weekly rates of pay for each individual series, e.g. occupational groups and industries across States and Australia, are also expressed as indexed numbers equal to 100.0 at June 1976.

6.55 Industry is classified according to the Australian Standard Industrial Classification. Data classified by occupation used as input to the indexes, was classified according to the Classification and Classified List of Occupations.

6.56 While the industrial structure in Australia has undergone changes since 1976, the effects of the changes are mitigated in that occupations in new or expanding industries are often covered by existing awards and the wage rates for new occupations usually conform closely to those for existing occupations. Where an entirely new award has been made and the number of employees affected is significant enough, occupations from the new award have been introduced into the index. In the future, the weighting pattern of the indexes will be reviewed at regular intervals on the basis of results from the Survey of Employee Earnings and Hours.

6.57 Of the concepts relating to award rates, earnings and income, listed in this chapter, award rates of pay only are covered in these indexes.

COMPARABILITY OF SOURCES

Award rates of pay and average weekly ordinary time earnings

6.58 When comparisons are made between period-to-period movements in the Award Rates of Pay Indexes (ARPI) and movements in Average Weekly Ordinary Time Earnings (AWOTE) for full-time adults, it is important to

recognise the different coverage, scope, definitions and methodology used in the construction of each series. In particular:

- (a) the AWOTE series includes a number of payments additional to award rates of pay used in compiling ARPI;
- (b) allowances covering awards which are not industry or occupation-wide in their application such as site, travelling, height and dirt allowances, are excluded from ARPI but included in AWOTE;
- (c) the AWOTE series also includes other payments, such as shift penalty payments and over-award pay;
- (d) a significant number of employees are not covered by awards but are included in AWOTE;
- (e) the AWOTE series is also affected by compositional changes in the labour force — however, ARPI is not similarly affected, being a fixed-weight index constructed from a representative 'basket' of occupations selected from the May 1976 EEH;
- (f) other factors such as seasonal influences on earnings and different treatment of retrospective pay increases also contribute to differences between the two series.

Weekly earnings: population surveys and Survey of Average Weekly Earnings (AWE)

6.59 Earnings data from these sources will differ mainly because of differences in scope, methodology, definition and timing. In general:

- (a) the main source of earnings data from population surveys is the supplementary topic on the weekly earnings of employees which is conducted each August; the data from this survey are based on a multi-stage area sample of dwellings and the information is obtained from occupants of those selected dwellings — in many cases information about the earnings of occupants is based on the knowledge of one person; it is considered that there may be some reporting error in the surveys because of imperfect knowledge or recall on the part of the person providing the information or because they may report net pay rather than gross pay, as asked; in AWE, the information is obtained directly from those private and government employers included in the survey;
- (b) the population survey estimates relate to all wage and salary earners, whereas AWE excludes wage and salary earners in agriculture and in private households employing staff — there are also more detailed definitional differences between these sources as to what constitutes 'employees' and 'earnings'; neither series attempts to collect information on payments in kind and the earned incomes of self-employed persons;
- (c) both of the series are based on sample surveys and are therefore subject to sampling error;
- (d) it should be noted that while the population surveys can provide extensive demographic cross-classifications, the employer-based surveys can provide more accurate data on the composition of earnings, occupation and industry; in this sense, the various sources are complementary rather than competitive.

Income: population surveys and censuses of population and housing

6.60 The various measures of income (individual, income unit, family, household) referred to in this chapter are obtained from a number of surveys within the population survey program and also from the censuses of population and housing. The differences between the income measures obtained are mainly due to differences in scope and methodology (refer to structure and methodology covered in paragraphs 6.29 to 6.41 for the Income and Housing, Families and Household Expenditure Surveys and in paragraphs 1.90 to 1.95 for the census). Other differences occur because of definition and timing. The main differences are:

- (a) individual income — the definitions of individual income are (on the whole) consistent between collections, with the same components of income being measured in most cases; however, between collections, the questions are worded differently with different emphasis and detail covered — this could affect the extent of reporting error for each collection;
- (b) income unit income, family income, household income — the major differences in the definitions of these concepts between collections are:
 - (i) in the census, individual income is expressed as a range of values and in calculating family income, etc. the midpoint of the range is summed, whereas in the population surveys the actual value of income is summed;
 - (ii) the treatment of dependent children differs between collections — in the census and Household Expenditure Survey the income of dependent children is included, whereas it is excluded in the Income and Housing and Families Surveys.

CHAPTER 7

NON-WAGE EMPLOYMENT BENEFITS

7.1 In addition to wages and salaries, non-wage employment benefits covering a wide range of concessions, allowances and other forms of assistance may be provided by employers.

ABS CONCEPTS AND DEFINITIONS

Employment benefits

7.2 Each year, information on non-wage employment benefits is collected as a supplementary topic to the Labour Force Survey (LFS). In August 1985, the information collected related to a range of employment benefits received by or provided to employed wage or salary earners ('employees') in their main job, in addition to wages and salary. All benefits were received or provided while the employee was working for the current employer with the exception of sick leave, annual leave and long service leave, where the provision of the benefit by the employer rather than the receipt of the benefit by the employee is defined to be the employment benefit. The benefits included in this survey are:

- (a) *holiday expenses* — any free or discounted holiday or holiday travel expenses paid for or subsidised as a result of a person's employment at the time of the survey;
- (b) *low interest finance* — finance provided by the employer at a low interest rate;
- (c) *goods and services* — goods and services (not included under other headings) provided free or at a discounted price to an employee, e.g. a motor vehicle supplied at a discounted price to an employee of a car manufacturer;
- (d) *housing* — assistance in the provision of, or subsidisation of the costs of, accommodation used as a residence by a person or his family; it includes the provision to an employee, as an employee entitlement, of a residence owned by the employer, payment or subsidisation of rent or board, provision of a housing allowance and payment or subsidisation of water, sewerage or general rates payable to local government authorities;
- (e) *electricity* — payment or subsidisation by a person's employer of household fuel and/or power expenses, including electricity, gas, oil and firewood;
- (f) *telephone* — payment or subsidisation, by the employer, of private telephone charges;
- (g) *transport* — assistance with day-to-day travelling for private purposes by the provision of a vehicle or by other means, e.g. travelling allowance, excluding payment or subsidisation of the cost of travel to and from work;
- (h) *medical* — payment or subsidisation by the employer, of an employee's medical and/or hospital expenses, etc. and/or benefits fund contributions;
- (i) *union dues* — payment or subsidisation by the employer of the employee's union membership dues or professional association membership fees;
- (j) *club fees* — payment or subsidisation of the employee's membership fee for a club or society (not being a union or professional association) of which he/she is a member;

- (k) *entertainment allowance* — regular provision of an amount for entertainment or hospitality expenses, or the reimbursement of expenses regularly incurred for entertainment or hospitality purposes;
- (l) *shares, etc.* — receipt or provision of shares, rights or options in the employer's business as an employee entitlement;
- (m) *study leave* — time off granted by the employer for attendance at classes during working hours, provided that the course being studied is not undertaken as a condition of employment; thus apprentices, etc. attending college are not considered to be receiving a benefit, but other students are, even if they lose pay while on study leave or have to make up all of the time they are absent during working hours;
- (n) *superannuation* — membership of a superannuation or retirement benefits scheme, but only if the scheme is arranged or provided by the person's current employer even if the employer does not contribute to the fund;
- (o) *children's education expenses* — payment in full or in part by the employer of any expense incurred in the education of an employee's child(ren), e.g. tuition fees, books;
- (p) *sick leave* — provision by employers of paid sick leave;
- (q) *annual leave* — provision by employers of paid holiday leave; and
- (r) *long service leave* — provision by employers or industries of long service leave to any employee.

7.3 Benefits which are not included in the survey are certain allowances received in accordance with award provisions (e.g. safety clothing); maternity and paternity leave; and cash payments in the nature of wages or salary, over-award payments, bonuses or payments in lieu of leave.

Annual and long service leave

7.4 Information on annual and long service leave taken is collected periodically as a supplementary topic to the LFS. For the May 1984 topic the following definitions applied:

- (a) *annual leave* — annual leave (also commonly referred to as recreation leave, holiday leave, vacation leave) is a period of paid absence from work for leisure or recreational purposes to which an employee becomes entitled each year after a continuous period of service with one employer or in an industry, as specified in awards, etc.;
- (b) *long service leave* — long service leave (or furlough) is a period of paid absence from work to which an employee becomes entitled after a number of years of continuous service with one employer, or in an industry, the initial entitlement usually being three months after 10 or 15 years service, as specified in federal or state legislation;
- (c) *weeks taken* — the number of weeks of leave taken in any month is recorded as follows:

Consecutive working days absent in any month	Recorded as weeks of leave taken
0, 1 or 2	less than one
3-7	1
8-12	2
13-17	3
18-22	4
23 and over	5

- (d) in calculating the total amount of leave taken, separate periods of the same type of leave taken by individual respondents within each month are aggregated. When leave continued from one month into the next, the period of leave taken in each of the months is counted separately. The total amount taken for the survey reference period (12 months) is the sum of the amounts taken in each month.

Superannuation and life assurance

7.5 In a special supplementary survey on superannuation which was held in the period September to November 1982 (the 1982 Superannuation Survey) the following definitions applied:

- (a) *superannuation* — a superannuation scheme is any fund, association, scheme or organisation set up for the purpose of providing financial cover for members when they retire from work; cover may extend to members who are compelled to retire before their normal retiring age due to ill-health or incapacity to continue working (invalidity) and/or to wives and dependent children in the case of death of the member; survey respondents may have been members of more than one scheme;
- (b) *life assurance* — life assurance is any endowment policy covering the life of a person and which is to

mature at ages 60 to 65 years; for the purposes of the survey only those policy holders who did not have superannuation cover were included (survey respondents may have held more than one such policy);

- (c) *superannuation and life assurance cover* — persons who are covered by a superannuation scheme or life assurance policy are those persons who currently belong to a superannuation scheme or hold a life assurance policy towards which contributions are being made;
- (d) *contributions* — where a person belonged to more than one superannuation scheme or held more than one life assurance policy, contributions paid refers to all schemes (or policies);
- (e) *pensions/payments* — a *superannuation pension* is a payment received on a regular basis (e.g. fortnightly) from any superannuation scheme by the member or his or her dependants; a *lump sum superannuation payment* is an amount paid to a member of a scheme, or to his or her dependants, on ceasing employment or membership of that scheme (it does not include annual leave, sick leave or other payments received on terminating employment, e.g. bonuses; it may be only a refund of the member's contributions with or without interest added, or it may include an employer's contribution); *other types of payment* received from superannuation schemes include refunds of all kinds not considered to be lump sum payments or pensions and no payment received at all; *life assurance policy payments* are payments received when endowment policies reach their maturity age or date — they do not include money received because of the cancellation or surrender of a policy.

7.6 Information on superannuation was also obtained from a Census of Superannuation Funds which was conducted for 1982-83. The following definitions applied:

- (a) *number of members* — number of members is the number of members (at last balance date of the fund) excluding pensioners;
- (b) *basis of the normal retirement age benefit* — the calculation of the normal retirement age benefit is based on two methods:
 - (i) *accumulated contributions* — the normal retirement age benefit is based on the accumulated members' and employers' contributions, the members' shares of the funds earnings and any other amounts credited to the members' accounts; and
 - (ii) *defined benefit* — the calculation of normal retirement age benefit is defined in the trust deed based on one or more of the following criteria: member's salary; number of years membership; purchase of units, or some other basis, and may also include the return of members' contributions;
- (c) *members' contributions* — members' contributions are the contributions made by the employees; the amount of contribution may be determined as:
 - (i) a fixed dollar amount paid into the fund regularly or in one payment and is unrelated to the employee's age or earnings; or
 - (ii) a percentage of the employee's earnings (being the gross earnings for award, standard or agreed hours of work including shift allowances, penalty rates, commissions, bonuses and similar payments, before taxation and other deductions have been made, and excluding overtime earnings).

ABS SOURCES

Population surveys

7.7 For a description of the structure of the population surveys in general and the methodology used see paragraphs 1.73 to 1.88.

1982 Superannuation Survey

7.8 The 1982 Superannuation Survey is a special supplementary survey which was conducted throughout Australia during the period September to November 1982. It was based on a multi-stage area sample of private and non-private dwellings which covered approximately 32,000 respondents to the survey.

The survey included all civilians aged 15 years and over except:

- (a) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (b) overseas residents in Australia;

- (c) dependants of non-Australian defence forces personnel stationed in Australia;
- (d) some patients in hospitals and sanatoria and inmates of reformatories, jails, etc.; and
- (e) persons aged 15 to 20 years still at school.

7.9 Persons who were employed and usually worked 20 hours or more each week in their main job, and persons aged 50 years and over, were asked whether they were covered by superannuation, etc. schemes, and, if not, whether they held life assurance policies.

7.10 All concepts (and related data items) listed in this chapter are covered in the population surveys.

1982-83 Census of Superannuation Funds

7.11 The Census of Superannuation Funds included superannuation schemes and funds, whose primary purpose is to provide benefits on retirement. It included private sector funds and public sector funds and schemes, but excluded private sector funds that were wholly administered by life insurance offices, superannuation arrangements in the private sector that are unfunded (i.e. the benefits are met from the employer's resources as they are payable), public sector schemes that are unfunded (i.e. where employee contributions are paid into and benefits paid out of Consolidated Revenue), and those that are partly funded (i.e. where employee contributions are accumulated in a superannuation fund but where the employer sponsored benefit is paid from Consolidated Revenue directly by Commonwealth and State Governments).

7.12 The target population of the census was progressively identified over a period of six years by including questions in other ABS collection forms (primarily surveys to update the ABS's register of businesses and organisations) to determine which businesses and other organisations contributed to a superannuation scheme. The population was supplemented by names and addresses of superannuation funds obtained from merchant banks, superannuation consultants, life insurance offices, actuaries, and industry associations.

7.13 While the scope of the census included all industry sectors, businesses in the agricultural sector were not approached in the coverage collection process because of difficulties in identifying the relatively small number of funds from the large number of businesses in that sector. However, some such funds were included which were identified in contacts with businesses in other industry sectors or from other coverage sources. The potential contribution to census aggregates of the funds not included would not be significant.

7.14 Of the concepts relating to non-wage employment benefits which are listed in this chapter, superannuation only is included in this census.

NON-ABS SOURCES

7.15 Statistics on non-wage employment benefits are presented by other Commonwealth and State Government departments and authorities, often in the annual reports of those departments. For example, comprehensive statistics on contributors, pensions and payments under the Commonwealth Superannuation Scheme are published by the Commissioner for Superannuation and similar statistics relating to State superannuation schemes are published in the annual reports of the State superannuation authorities.

7.16 Statistics on life assurance are published in the Quarterly Statistical Bulletin issued by the Office of the Life Insurance Commissioner.

CHAPTER 8

LABOUR COSTS

8.1 Wages and salaries paid to employees can be viewed from three different perspectives. They can be seen as the price employers pay for the labour used in the production of goods and services, as the earned income of employees, and as a cost to the employer. The emphasis in Chapter 6 is on the aspect of income, while in this chapter attention is given to the concept of labour costs.

8.2 The concept of labour cost has been defined by the ILO as:

'the cost incurred by the employer in the employment of labour'.

Labour costs should be viewed as a cost to the employer rather than benefits received by employees in compensation for their labour. Some employer costs (such as taxes on employment) do not represent a benefit to employees, although many employer costs are of direct or indirect benefit to employees. The close relationship between the statistical measures of 'compensation of employees' and 'labour costs' is notable. In the absence of ABS measures of labour costs, compensation measures produced by the Australian National Accounts are used to provide approximate labour cost measures (see paragraph 8.8).

THE LABOUR COSTS CONCEPTUAL FRAMEWORK

8.3 As stated in paragraph 5.2, a framework for wages and related statistics was adopted at the Twelfth International Conference of Labour Statisticians (ICLS) 1973. This framework provided for the conduct of regular labour cost surveys and embraced the international guidelines on labour cost statistics adopted by the Eleventh ICLS (1966).

8.4 The Eleventh ICLS also adopted an International Standard Classification of Labour Costs (ISCLC) comprising of the following major groups:

- I Direct wages and salaries
- II Remuneration for time not worked
- III Bonuses and gratuities
- IV Food, drink, fuel and other payments in kind
- V Cost of workers' housing borne by employers
- VI Employers' social security expenditure
- VII Cost of vocational training
- VIII Cost of welfare services
- IX Labour cost not elsewhere classified (such as costs of transport of workers to and from work, cost of work clothes, cost of recruitment, etc.)
- X Taxes regarded as labour cost (such as taxes on employment or payrolls)

8.5 For the purposes of labour costs measurement, the value of each of the *above items* are assessed from the point of view of costs to the employer, not as benefits accruing to the employee. For example, the value of payments in kind should be assessed as the cost to the employer of providing that benefit (e.g. production costs) rather than as the value of that benefit to the employee.

8.6 Descriptions of the major group items listed above can be found in paragraphs 5.7 to 5.17. These components are the same for both the wages framework and the ISCLC. For the relationship between labour costs, earnings, and compensation of employees, see the model set out in Diagram 2, Chapter 5.

ABS CONCEPTS AND DEFINITIONS

8.7 Work has commenced in the ABS on the development of measures of labour costs. Because of anticipated data collection problems with some labour cost items, the survey may not cover all the labour cost components listed in paragraph 8.4. However, it is expected that where applicable ABS labour cost concepts, etc. will be identical to ISCLC concepts. However, some clarification is required in regard to components VI and X in their application to Australian conditions:

- (a) *employers' social security expenditure* — the major components of this group are: workers' compensation costs (insurance premiums and self-insurance costs); employers contributions to superannuation funds or schemes and direct retirement payments to employees. These costs together are called 'supplements' in the Australian system of national accounts. Also included in this group are medical and health care costs such as employer contributions to health funds;
- (b) *taxes* — payroll tax levies will be the major tax regarded as a labour cost.

ABS SOURCES

8.8 Comprehensive statistics on labour costs are not produced by the ABS. However, as implied in paragraph 8.2, a major part of labour cost comprises compensation of employees which (in the Australian system of national accounts) is derived from estimates of wages, salaries and supplements published quarterly by the ABS. These estimates can be supplemented by national accounts estimates of payroll tax to provide a measure of labour cost which closely aligns with international guidelines. The main limitations of this measure are:

- (a) there are a number of components of labour cost, as specified in the ISCLC, which are not available from the national accounts estimates;
- (b) it is not possible to obtain further disaggregations of national accounts data to provide detailed estimates of the various components of labour cost; and
- (c) workers' compensation is represented as amounts paid for injuries rather than as insurance premiums — this practice of including compensation payments rather than premiums is related to the national accounting aggregates being based on an income rather than an expenditure concept.

8.9 Other ABS wage measures provide estimates of certain components or combinations of components of labour costs (see Chapter 6).

8.10 A previous attempt by the ABS in 1980 to conduct a survey of labour costs was unsuccessful primarily because, in terms of the record keeping practices of employers participating in the survey, it was impossible to obtain the information required. The ABS is currently carrying out developmental studies in respect of labour cost statistics with a view to introducing a Labour Cost Survey in 1987 or 1988.

NON-ABS SOURCES

Department of the Treasury

8.11 Estimates of labour costs per employee per hour worked are reported in various issues of *Round-up of Economic Statistics* which is published monthly by the Commonwealth Department of the Treasury. These estimates are derived from national accounts data and estimates of hours worked, both provided by the ABS. A discussion of the methods of estimating labour costs is contained in the October 1983 *Supplement to the Round-up of Economic Statistics*. A similar study was also published in a supplement to the September 1978 issue of that publication.

8.12 A number of collections on labour cost have been undertaken recently by various employer associations. These collections are described below.

Business Council of Australia (BCA) Survey of Labour Costs and Labour On-Costs

8.13 The Survey of Labour Costs and Labour On-Costs is an ongoing survey last conducted by the BCA in early 1984 (for the calendar years 1982 and 1983). The BCA's predecessor, the Australian Industries Development Association (AIDA), ran a labour costs survey for the calendar years 1974, 1981 and 1982. These surveys covered 100 of Australia's largest companies in the mining and manufacturing sectors and sought information on hourly base wage and salary payments; hours employed per week; award related costs (overtime, shift allowances, etc.); award related overheads (paid annual leave, leave loading, long service leave, other paid leave); cost of employee benefits (superannuation, workers' compensation insurance, payments of goods and services of benefit to employees); and training and safety costs. Costs of pay-roll tax were imputed at the statutory rate. Details and results of the surveys can be found in *AIDA Bulletin, No. 353, August 1983* and *BCA Bulletin, No. 3, March 1984*.

Other employer association surveys

8.14 Surveys on labour on-costs have also been conducted by the Metal Trades Industry Association in December 1980 and December 1982 and the Confederation of Australian Industry in August 1983 and in November 1984 (for 1982-83 and 1983-84). In these surveys a narrower range of on-costs have been included which broadly correspond to the award provision type costs (annual leave, leave loading, long service leave, other leave and public holidays), pay-roll tax, workers' compensation premiums and superannuation.

CHAPTER 9

WAGE ADJUSTMENT AND PRICE INDEXES

9.1 Consumer (or retail) price indexes are often incorrectly called 'cost of living' indexes. Notwithstanding the clear distinction between the two concepts, it was in the context of adjusting wages to take account of changes in the 'cost of living' that the subject of price indexes was first considered by the First International Conference of Labour Statisticians (1923). The Conference recommended that among other things, the index numbers of the purchasing power of wages be calculated 'by relating changes in actual earnings to changes in the cost of living'.

9.2 Successive Conferences of Labour Statisticians have made recommendations concerning such matters as the scope of the indexes, methods of data collection, weights to be used, methods of determining these weights (on the basis of family living studies), treatment of quality changes, new products, sampling accuracy and seasonal variation.

9.3 The International Labour Organisation's interest in consumer price indexes was reaffirmed in 1984 at the 70th Session of the International Labour Conference which expressed the view that '... the most general objective of the measurement of the changes over time in retail prices is to provide data for use in income adjustment ...'

HISTORICAL BACKGROUND TO AUSTRALIAN WAGE ADJUSTMENT

9.4 In Australia, the use of retail price indexes for wage adjustment has a long history going back to the previous century.

9.5 The principle of using a retail price index as a basis for wage adjustment stemmed from the notion of a basic wage (for adult males) which was initially interpreted as the wage necessary to maintain an average employee and his family in a reasonable state of comfort. However, later it was generally accepted that the basic wage should be fixed at the highest amount which the economy could sustain and that the dominant factor was the capacity of the community to carry the resultant wage levels. Basic wages were determined for adult females as well as for adult males.

9.6 The principle of a living or basic wage was propounded as far back as 1890 but it was not until 1907 that a wage as such was declared by a Court in Australia. The declaration was made by the President of the Commonwealth Court of Conciliation and Arbitration, who defined the standard of a 'fair and reasonable' minimum wage for unskilled labourers as that appropriate to 'the normal needs of the average employee, regarded as a human being living in a civilised community'. The rate declared by the President in his judgement (known as the 'Harvester Judgement') was 70c a day or \$4.20 a week for Melbourne, the amount considered reasonable for a 'family of about five'.

9.7 The Harvester standard was adopted by the Commonwealth Court of Conciliation and Arbitration for incorporation in its awards, and the above rates continued until 1913 when the Court used the 'A' Series of retail price index numbers (see paragraph 9.17) to vary the rates in proportion to variations in the index. The practice of making automatic quarterly adjustments to the basic wage in proportion to variations in retail price index numbers was introduced in 1921. This practice of automatic quarterly adjustments continued until September 1953 using the

'D' Series of retail price index numbers from May 1933 and the 'C' Series retail price index numbers from 1934. In June 1937 the basis of adjustment of the adjustable ('needs') portion of the basic wage was transferred from the 'C' Series to a special 'Court' Series of retail price index numbers which were based on the 'C' Series. In December 1946 a new 'Court Index (Second Series)' for the purpose of automatic wage adjustment was created and was replaced in December 1950 by the 'Court Index (Third Series)'. Automatic quarterly adjustments of the basic wage were discontinued by the Court in September 1953 as a result of the Basic Wage and Standard Hours Inquiry 1952-53. Between 1956 and 1966 increases in Commonwealth basic wages were granted by the Commonwealth Court of Conciliation and Arbitration or by its successor the Commonwealth Conciliation and Arbitration Commission. These arrangements continued until the decision of the Conciliation and Arbitration Commission in the national wage cases of 1967 to eliminate basic wages and margins for skill from Commonwealth awards, replacing them with the concept of a 'total' wage. The arbitration authorities in all States, except Victoria and South Australia, continued to specify basic wages and secondary wages separately; basic wages ceased to operate in Queensland from October 1983. The Commission subsequently increased total wages and salaries at annual national wage cases until 1974.

9.8 In 1975 the Commission expressed the view that '... some form of wage indexation would contribute to a more rational system of wage fixation, to more orderly, more equitable, and less inflationary wage increases, and to better industrial relations, provided that indexation was part of a package which included appropriate wage fixing principles and the necessary 'supporting mechanisms' to ensure their viability'. To this end it formulated wage fixation principles which included quarterly adjustments to award wages and salaries based on movements in the Consumer Price Index (CPI) unless the Commission was persuaded to the contrary, and issued guidelines (for the granting of other pay increases) which were to be substantially complied with if these principles were to succeed.

9.9 These wage fixation principles were used at subsequent national wage case hearings until September 1978, and during this period the Commission awarded increases in the total wage in the form of percentage increases or flat-rate increases, and their decisions sometimes applied to all wage earners equally and at other times were plateau-type decisions (based on average male award wage rates in 1976 and 1977, and on the median weekly earnings for all full-time adult employees in 1978). The Commission also took into account the effects which certain Commonwealth Government policies had on the CPI and granted a correspondingly lower increase to total wages.

9.10 During 1977 the Commission began an enquiry into the whole system of wage fixation. Specific matters considered were whether the total wage system should continue or whether a two-tier system of wages was preferable; whether the use of an index (and in particular the CPI) was a satisfactory method of adjusting wages; and whether the present system of adjustment on a quarterly basis was an adequate period of review.

9.11 The decision on wage fixation principles was given in September 1978, when the Commission decided that a centralised orderly wage fixation system should continue, that wages should continue to be expressed as (and dealt with as) total wages, that the concept of the minimum wage should be retained, and that inflation and unemployment were relevant considerations in national wage cases. The principles laid down, in relation to the use of the CPI for wage adjustment, meant that award wages and salaries would (in general) be adjusted every six months in relation to the last two quarterly movements of the CPI, unless the Commission was persuaded to the contrary.

9.12 Wage indexation continued up until July 1981 when, after various expressions of misgivings and refashioning of principles, the Commission abandoned wage indexation since '... the commitments of the participants to the system (was) not strong enough to sustain the requirements for its continued operation'.

9.13 From July 1981, claims for variations to wages and conditions were dealt with on a claim by claim basis until 22 December 1982 when, on economic grounds, the Commission imposed a pause on improvements in pay and conditions until 30 June 1983 and thereafter until altered or rescinded by a National Wage Bench. The pause was also adopted by all State wage fixing tribunals. In June 1983 the Commission met to consider the formulation of new wage fixing principles in relation to the determining of national wage adjustments based on movements in the CPI.

CURRENT SITUATION

9.14 On 23 September 1983, the Commission announced that (on the basis of changed circumstances since July 1981) it would try once again to operate a centralised system based on *prima facie* full indexation. Under this system, the Commission would adjust wages and salaries every six months in relation to the last two quarterly movements in the CPI unless persuaded to the contrary. Accordingly, the Commission has awarded increases in October 1983,

April 1984 and April 1985. No increase was awarded in the second half of 1984 because the combined movement in the CPI for the previous two quarters was negative. The increases have been granted on the condition that an award would only be varied if every union party to that award gave a public and unequivocal commitment to the new principles announced by the Commission. The majority of unions had given this commitment. The principles of the new system are to be reviewed towards the end of 1985.

9.15 A committee to review Australian industrial relations law and systems chaired by Professor K. Hancock was established in July 1983. Included in the committee's terms of reference was the conduct of wage fixation. The committee's recommendations were issued in April 1985, with the recommendation on wage fixation being centred on the 'public interest' aspect. That is, it was recommended that the legislative requirement for the Commission to take into account the economic impact of its decisions on wage fixation, etc. be strengthened.

9.16 Returning to the Commission's new principles, in recent years the centralised wage fixation principles of the Commission have been adopted (with only minor adjustment in some instances) by all State tribunals.

9.17 A detailed description of the current Australian Consumer Price Index, together with a short historical account of previous Australian retail price indexes, is contained in the ABS publication entitled *The Australian Consumer Price Index: Concepts, Sources and Methods* (ABS Catalogue No. 6461.0).

CHAPTER 10

HOURS OF WORK, WORK PATTERNS AND PREFERENCES AND JOB SATISFACTION

10.1 The framework of wages and related statistics adopted by the Twelfth International Conference of Labour Statisticians (1973) included guidelines for the collection of statistics of hours of work to the extent that they relate to wage earners and salaried employees. It was recognised that hours of work represent an effective time unit against which wage measures may be related and that changes in wage levels should be studied in conjunction with changes in hours of work. In addition to statistics on hours of work, data on work patterns and preferences and job satisfaction are also important in the study of economic activity, productivity, working conditions, living standards and the quality of life of working people. Information on these topics is collected by the ABS from a number of sources.

10.2 Hours actually worked, hours paid for and normal hours of work are all part of the hours of work concepts. Only normal hours do not have a direct relationship to earnings, rather the linkage is to wage rates. However, it should be noted that overtime hours are hours worked in excess of normal or agreed hours of work.

ABS CONCEPTS AND DEFINITIONS

10.3 The principal source of data on hours of work is the Labour Force Survey (LFS) which is supplemented by data obtained from LFS supplementary topics, special supplementary surveys and other sources. Data on work patterns, preferences and job satisfaction are obtained only from the population surveys.

Hours worked

10.4 In the LFS, hours worked by employed persons refer to actual hours worked in all jobs (see paragraph 10.6 below) during the survey week (i.e. the week immediately preceding that in which the interview took place), not hours paid for. As such, figures may be affected by public holidays, leave, absenteeism; temporary absence from work due to sickness, injury, accident and industrial disputes; and stoppages of work due to bad weather, plant breakdown, etc. For example, if a person has been on leave for the whole of the survey week, hours worked would have been recorded as nil. When hours of work are recorded, fractions of an hour are disregarded and this results in slightly lower figures than would be the case if actual time worked was recorded. Persons stood down for the whole of the survey week without pay because of bad weather or plant breakdown at their place of employment are regarded as employed and therefore are included (working no hours) in the calculation of average hours worked. Persons stood down for less than four weeks to the end of the survey week (including the whole of the survey week) for reasons other than bad weather and plant breakdown and waiting to be called back to their job are regarded as unemployed and are therefore excluded from the calculations.

10.5 In the 1981 Census of Population and Housing information on the number of hours actually worked, in the week prior to the census, in the respondent's main job (see paragraph 10.6 below) was collected. These data refer to employed persons aged 15 and over.

10.6 Information is available annually from a LFS supplementary topic on weekly earnings of persons who were employees in their main job which allows further classification of hours worked into 'hours worked in main job' and 'hours worked in second job'. The main job is defined as the job at which most hours are usually worked. The second job is defined to include all remaining wage and salary earner jobs in which some hours were worked during the survey week.

Hours paid for

10.7 In the annual LFS supplementary topic on weekly earnings of employees, information on hours paid for is provided. Hours paid for refers to the number of hours for which an employee was paid in his/her main job and not necessarily to the number of hours actually worked (e.g. an employee on paid leave for the week was asked to report the number of hours for which he/she was paid). These hours include the number of standard hours an employee was required to work for that pay, hours of paid overtime, no matter when they were worked, and hours of paid leave, no matter when the leave was taken.

10.8 Further information on hours paid for is obtained in the biennial Survey of Employee Earnings and Hours (EEH) which is conducted as part of the employer survey system (see Chapter 2). In the EEH, the following definitions apply:

- (a) *weekly hours paid for* — weekly hours paid for are the hours to which total weekly earnings, as defined for the survey (see paragraph 6.6), relate; it comprises weekly ordinary time hours and weekly overtime hours (weekly hours paid for were not collected for managerial, executive, professional and higher supervisory staff);
- (b) *weekly ordinary time hours paid for* — this refers to award standard or agreed hours of work and includes any part of paid leave relating to the survey reference period; it excludes hours on standby or reporting time except where these are part of standard hours;
- (c) *weekly overtime hours paid for* — this refers to hours in excess of award, standard or agreed hours of work; it excludes hours worked on normal shift work and standard hours paid for at penalty rates (included in ordinary time hours paid for); overtime hours are not converted to their ordinary time equivalent (for example, if 4 hours of overtime were paid for at time and one-half, the number of hours reported should be 4, not 6).

10.9 In the Survey of Average Weekly Earnings (AWE), which is part of the employer survey system, data on hours paid for is currently collected in respect of the December quarter each year. In this survey the following definitions apply:

- (a) *total weekly hours paid for* — total weekly hours paid for includes ordinary time hours, overtime hours, paid standby or reporting time and that part of paid leave taken during the reference period (hours for managerial, executive, professional and higher supervisory staff are excluded);
- (b) *weekly overtime hours paid for* — this refers to hours in excess of award standard or agreed hours of work; hours of overtime are not converted to their ordinary time equivalent (for example, if 4 hours of overtime were paid for at time and one-half, the number of hours reported should be 4, not 6); the hours included relate only to full-time, non-managerial adults (see Chapter 2 for the definitions of these terms).

Hours of work prescribed in awards

10.10 Estimates of weighted average standard weekly hours of work are included as an appendix to the June and December issues of Award Rates of Pay Indexes. The estimates of standard weekly hours of work relate to the number of hours per week prescribed in awards, etc. for full-time workers in particular occupations. For particular occupations (e.g. teachers) no specific hours are prescribed.

Overtime hours

10.11 The quarterly survey of Job Vacancies and Overtime (which is part of the employer survey system) provides data on overtime hours worked by wage and salary earners. Overtime is time worked in excess of award standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc., staff, normal shiftwork and standard hours paid for at penalty rates. In regard to the overtime component of the Survey of Job Vacancies and Overtime the following definitions apply:

- (a) *overtime hours* — overtime hours represent the number of hours of overtime paid for; overtime hours are not converted to their ordinary time equivalent (for example, 100 hours of overtime paid for at time and a half and 20 hours at double time would be counted as 120 hours, not 190);

- (b) *average hours of overtime per employee working overtime* — total overtime hours paid for in a particular group (e.g. industry, State or Territory) divided by the number of employees who were paid for overtime in the same group;
- (c) *average hours of overtime per employee in the survey* — total overtime hours paid for in particular group divided by the total number of employees in the same group (including those who were not paid for any overtime);
- (d) *number of employees* — is the number on the payroll on the last day of the pay period ending on or before the survey date; included are persons on paid leave (recreation leave, sick leave, long service leave, etc.); excluded are persons on leave without pay, and persons on strike, locked out or stood down as a result of an industrial dispute, for the whole of the reference period.

Working hours arrangements

10.12 The primary ABS source of data on working hours arrangements is a special supplementary survey on working hours arrangements which was conducted during the period February to May 1981. Information provided by the survey included the different types of working patterns of employees; the number and characteristics of shiftworkers and night workers; the usual hours and days worked by employees and some information on multiple jobholders. The following definitions applied:

- (a) *nightworker* — a nightworker was an employed person who in any one of the four weeks prior to the survey date worked a total of 15 hours or more between 7.00 p.m. and 7.00 a.m. in either their main or second job; ('main job' was defined as the job in which respondents usually worked the most hours); persons who worked these hours in all jobs combined but not in their main or second jobs individually were not classified as nightworkers; persons, especially employed wage and salary earners (i.e. employees), 'on call' or 'on standby' for the hours described above but who did not actually work those hours were not classified as nightworkers;
- (b) *on call/on standby* — an employee was on call if he/she was paid a separate additional amount for being available, when not at work, to be contacted to do work; employees who had a (regular) loading added to their pay for being similarly available were deemed to be on standby; employees who did not receive either a separate payment or a loading while being available were not included in either category;
- (c) *other workers (day workers)* — other workers (i.e. 'day' workers) were persons who did not work the hours described in (a) above;
- (d) *shiftworkers* — shiftworkers were employees who in the four weeks prior to the date of the interview worked two or more different work shifts; for the purposes of this survey, work shifts were two or more distinct periods of work within a 24-hour day between which employees were regularly rotated; typically, the periods of time covered by the work shifts operating in any given establishment or workshop vary appreciably and often do not overlap with each other. Persons who worked fixed hours, i.e. those who did not work rotating shifts whether during the day or at night, were not classified as shiftworkers; persons who, in establishments working several 'shifts', worked the 'night shift' only were, therefore, not classified as shiftworkers but were generally classified as nightworkers;
- (e) *weekend worker* — weekend workers were persons who usually worked at some time on either Saturdays or Sundays (or both); however, those persons for whom any regular working period ended early on Saturday morning or started late on Sunday night were generally not included as weekend workers;
- (f) *multiple jobholder* — multiple jobholders were persons who usually worked in two or more jobs each week and who were employed in at least one of their jobs as wage or salary earners;
- (g) *ordinary time working pattern* — 'day' workers were classified to whether they were rostered employees or whether they worked flextime or fixed/standard hours:
 - (i) rostered employees were employees who were scheduled to start work at the same time on each working day but who worked on varying days each week;
 - (ii) employees working flextime were able, within limits, to choose to some extent the times at which they started and/or finished work each day, while still working the award or agreed hours on average over a longer period;
 - (iii) employees working fixed/standard hours (excluding rostered employees) were required to start and finish work at times set down by the employer.

10.13 It should be noted that some of these groups of persons are not necessarily mutually exclusive. For example, a nightworker may or may not also be a shiftworker and vice versa. The survey first determined respondents' nightwork status, then their shiftwork status and, for those respondents who were not deemed to be shiftworkers, the days on which they usually worked.

Alternative working arrangements/job satisfaction

10.14 Data on employees attitudes towards, and preferences for, various aspects of their working life have been obtained in two special supplementary surveys conducted by the ABS in recent years. Most recently a survey on alternative working arrangements was conducted in the period March to May 1982 and sought information about employees' current working patterns and their preferences for alternatives to current patterns and expected future working patterns. The following definitions were used in this survey:

- (a) *permanent/casual employee* — a *permanent employee* was defined as an employee who was entitled to paid holidays or sick pay in his/her main job; a *casual employee* was an employee who was not entitled to paid holidays or sick pay in his/her main job (similar definitions applied in relation to employees' preferred mode of employment);
- (b) *preferred working hours* — employees who preferred to *work less* were those who, given the opportunity, would have preferred to work less hours and receive commensurately less pay; similarly, those who preferred to *work more* would have preferred to do so on the understanding that they would earn commensurately more pay, and those who preferred to *work the same hours* expected to continue earning the same amount of pay;
- (c) *preferred working arrangement* — a *19-day month* was defined as one full working day off from work on full pay in every four working weeks, achieved by rearrangement of actual working hours; a *10-day fortnight* was a different arrangement of working days over a two-week period compared with the arrangement applicable to a *5-day week*, and similarly with an *8-day fortnight* and *4-day week*, etc.; each category referred to the number of days worked or usually worked in each period and did not necessarily mean that the same days of the week were worked in each period;
- (d) *control over starting/finishing time at work* — employees who had (or preferred) some control over start/finish times (and/or usual working days arrangements) were those able (or who preferred), within limits, to choose the times (and/or days) when they worked (e.g. 'flexitime', flexible working hours);
- (e) *permanent part-time work* — permanent part-time work was defined as usually working 10 to 29 hours per week in a 'permanent' (main) job;
- (f) *employees' retirement preferences* — employees' retirement preferences were in relation to their current expected age of retirement from their current (main) job; the *earliest retirement age with full benefits* was not necessarily the same age as current expected age of retirement;
- (g) *tapered retirement* — employees who preferred tapered retirement wanted to work less than their current usual total working time in the period immediately preceding their retirement by working either fewer weeks per year, fewer days per week or fewer hours per day;
- (h) *persons looking for work* — persons looking for work were persons who reported that they were not employed and were looking for work; at the time of the survey, no questions were asked about their steps taken to find work (this definition is therefore different from that for unemployed persons used in the monthly labour force survey);
- (i) *persons who would have liked a job* — persons who would have liked a job were persons who reported that they were not employed and not looking for work but who would have liked to work at the time of the survey; for various reasons they were not taking any steps to find a job;
- (j) *persons who were prepared to work* — persons who were prepared to work were persons who would have liked a job but who were not looking for work at the time of the survey because they believed employers thought they were too young or too old, they had language or racial difficulties, they lacked skills they thought were required or they believed there was no work available for reasons other than 'suitable hours'.

10.15 In a special supplementary survey on working conditions conducted in the period February to May 1979, employees' attitudes to, or opinions about, selected aspects of their working conditions were obtained. The attitudes of employees to individual aspects of work (for example, safety precautions, ventilation, entitlement to paid annual leave, finding work interesting, etc.) were assessed by classifying their opinions on the basis of the frequency of occurrence, or degree of satisfaction with those aspects. The overall level of job satisfaction was as given by the employee in response to a direct question on his/her overall feelings about the job.

ABS SOURCES

Population surveys

10.16 For a description of the structure of population surveys in general and the methodology used see paragraphs 1.73 to 1.88. Specific special supplementary surveys referred to in this chapter are described below.

1981 Working Hours Arrangements Survey

10.17 The 1981 Working Hours Arrangements Survey was a special supplementary survey conducted throughout Australia during the period February to May 1981. The survey was based on a multi-stage area sample of private dwellings (about 30,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covered about two-thirds of one per cent of the population in Australia.

10.18 The survey included all persons aged 15 years and over except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas visitors holidaying in Australia;
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia; and
- (e) boarding school students, some patients in hospitals and sanatoria, or inmates of gaols, reformatories, etc.

10.19 Information was obtained from the occupants of selected dwellings by carefully chosen and specially trained interviewers. Some data obtained related only to the four weeks prior to the interviews.

1982 Alternative Working Arrangements Survey

10.20 The 1982 Alternative Working Arrangements Survey was a special supplementary survey conducted throughout Australia during the period March to May 1982. The survey was based on a multi-stage area sample of private dwellings (about 15,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covered about one-third of one per cent of the population in Australia. Information was obtained from the occupants of selected dwellings by carefully chosen and specially trained interviewers.

10.21 The survey included all civilians aged 15 years and over except:

- (a) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (b) overseas visitors holidaying in Australia;
- (c) members of non-Australian defence forces (and their dependants) stationed in Australia;
- (d) all school students, some patients in hospitals and sanatoria, or inmates of gaols, reformatories, etc.;
- (e) persons classified as employers or who were self-employed.

1979 Working Conditions Survey

10.22 The 1979 Working Conditions Survey was a special supplementary survey conducted throughout Australia during the period February to May 1979. The survey was based on a multi-stage area sample of private dwellings (about 13,500 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.), and covered about one-third of one per cent of the population of Australia. The information was obtained from the occupants of selected dwellings by carefully chosen and specially trained interviewers.

10.23 The survey included all persons aged 15 years and over except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas visitors holidaying in Australia; and

(d) members of non-Australian defence forces (and their dependants) stationed in Australia.

10.24 Questions concerning working conditions were asked only of persons who at the time of the survey were employed wage or salary earners (employees) and who usually worked at least 20 hours a week in their main job. Respondents were interviewed personally.

10.25 All concepts etc. relating to hours of work, work patterns and preferences and job satisfaction listed in this chapter are covered in the population surveys.

Censuses of population and housing

10.26 For the methodology used in the censuses of population and housing see paragraphs 1.90 to 1.95.

10.27 Of the concepts relating to hours of work, work patterns and preferences and job satisfaction listed in this chapter, only hours worked is available from the 1981 Census of Population and Housing.

Employer survey system

10.28 For a description of the structure and methodology of the employer survey system (and specifically the Survey of Average Weekly Earnings, the Survey of Employee Earnings and Hours and the Survey of Job Vacancies and Overtime) see paragraphs 2.56 to 2.77.

10.29 Of the concepts relating to hours of work, work patterns and preferences and job satisfaction listed in this chapter, only hours paid for and overtime is available from the employer survey system.

Award rates of pay indexes

10.30 For a description of the structure and methodology of the Award Rates of Pay Indexes (ARPI) system see paragraphs 6.47 to 6.56.

10.31 Of the concepts etc. relating to hours of work etc. listed in this chapter, only hours of work prescribed in awards is available from the ARPI system.

COMPARABILITY OF SOURCES

Hours paid for: population surveys and Survey of Average Weekly Earnings (AWE)

10.32 Basic differences occur between the population surveys and AWE because of considerations of scope, methodology and timing. Broadly:

- (a) the main source of information on hours paid for, from the population surveys, is the data obtained each August from the LFS supplementary topic on the weekly earnings of employees; in regard to the data from this survey note that:
 - (i) the data are based on a multi-stage area sample of dwellings and the information is obtained from occupants of those selected dwellings;
 - (ii) in many cases information about the hours of work of occupants of a household is based on the knowledge of one person;
 - (iii) it is considered that there may be some reporting error in the surveys because of imperfect knowledge or recall on the part of the person providing the information (in AWE, the information is obtained directly from private and government employers);

- (b) the population survey estimates relate to all wage and salary earners aged 15 years and over (who were wage and salary earners in their main job) for all industries; AWE relates to all wage and salary earners excluding those employed by employers engaged primarily in agriculture, forestry, fishing and hunting and in private households employing staff (in AWE, data collected on hours also excludes the hours of managerial, professional and higher supervisory staff);
- (c) both of the series are based on sample surveys and are therefore subject to sampling error;
- (d) the reference periods of the surveys differ — statistics on hours obtained from AWE currently relate to a pay period approximately ending in the middle of November each year, whereas data obtained annually from the population surveys relate to the last pay received prior to the interview (with interviewing taking place over a two-week period) in August;
- (e) detailed definitional differences occur between the two surveys; and
- (f) the treatment of payment for leave taken differs between the surveys — hours paid for relates to the earnings paid which in the population survey include all payments for leave whereas in AWE, only one week's portion for leave taken during the reference period is included; correspondingly, hours paid for in the population survey includes all hours for which payment for leave was made but in AWE only one week's portion is shown.

Hours paid for: Survey of Average Weekly Earnings and Survey of Employee Earnings and Hours (EEH)

10.33 While data on hours paid for obtained from AWE and EEH are, in most aspects comparable, there are differences between the two surveys. The most obvious differences relate to the timing of the surveys (AWE currently relates to a pay period in November and EEH to a pay period in May), the different samples used for each and the different collection methodologies used.

CHAPTER 11

INDUSTRIAL RELATIONS

11.1 In recognition of the importance of good industrial relations to economic and social progress, the International Labour Organisation has over time promulgated international standards on such matters as the right of association, collective bargaining, collective agreements, conciliation and arbitration, consultation between employers and workers, and consultation and cooperation between governments and employers' associations and trade unions.

11.2 The field of industrial relations is complex and diverse and does not admit readily to statistical measurement. Statistics of industrial disputes (standards for which were recommended by the Third International Conference of Labour Statisticians (ICLS) 1926 do, however, provide an important measure of the extent of industrial unrest and so provide an indication of the quality of industrial relations. ABS concepts on industrial disputes, based on the recommendations of the Third ICLS, are described later in this chapter. Information is also presented on trade unions and other employee associations and their membership.

FEATURES OF INDUSTRIAL RELATIONS IN AUSTRALIA

11.3 An outstanding feature of industrial relations in Australia is the complex structure of legally constituted tribunals, established to deal with wage fixation and other industrial matters. The emphasis in the Australian system is conciliation and arbitration within the jurisdictions of various Commonwealth and State industrial tribunals. State tribunals have jurisdiction over industrial disputes confined within their own State boundaries and Commonwealth tribunals have jurisdiction in respect of industrial disputes that extend beyond the limits of any one State (for further information on the incidence of industrial awards, determinations and collective agreements see paragraph 11.24). The main principle in these systems is compulsory conciliation or arbitration undertaken by authorities that have the status of legal tribunals and that make 'awards' having the force of the law. Where inconsistencies exist between awards made by Commonwealth tribunals and awards made by State tribunals, the Commonwealth award prevails to the extent of the inconsistency. The Commonwealth industrial arbitration system has gradually become predominant throughout Australia.

11.4 The main Commonwealth industrial tribunal is the Australian Conciliation and Arbitration Commission, which consists of a President, 14 Deputy Presidents and 25 Commissioners. Certain matters such as standard hours, national wage cases, the minimum wage for adults, equal pay principles, annual leave and long service leave with pay must be determined by a Full Bench of the Commission consisting of at least three members, of whom not less than two are Presidential members (i.e. the President or Deputy Presidents). A history of wage adjustment and price indexes is contained in Chapter 9. A Full Bench of the Commission also deals with appeals and references from single members of the Commission and from the Public Service Arbitrator. Other industrial matters are generally dealt with by a single member of the Commission. Each industry (or group of industries) is assigned to a panel of members of the Commission consisting of a Presidential member and at least one Commissioner, and the function of the Commission in relation to that industry (or group of industries) is exercised by members of that panel.

11.5 When a member of the Commission, a registered organisation, an employer, or a Federal Government Minister becomes aware of the existence of an industrial dispute (defined to include a threatened, impending or

probable dispute), the Presidential member of the relevant industrial panel is notified. In the first instance the dispute is generally referred for conciliation to a member of the Commission within the panel. However, if the parties to the dispute fail to reach agreement through conciliation the dispute is then dealt with by arbitration.

11.6 The other main Commonwealth tribunals are the Australian Public Service Arbitrator (who deals with conditions of employment of Commonwealth Government employees); the Flight Crew Officers Tribunal (concerned with disputes involving aircraft pilots, navigators and flight engineers); and the joint Commonwealth and New South Wales Coal Industry Tribunal (concerned with interstate and New South Wales disputes in the coal mining industry).

11.7 The State systems of industrial arbitration vary considerably between States in relation to the type of industrial tribunal, the extent of their conciliatory and arbitral powers, the way in which judicial authority is vested, the extent to which subsidiary tribunals are used and the manner in which 'awards' are handed down. The main State industrial tribunals operative at the end of May 1985 are listed below (for details of the composition and operation of these tribunals, references should be made to the various ABS State Year Books):

- (a) New South Wales — Industrial Commission of New South Wales; Public Service Board of New South Wales;
- (b) Victoria — Conciliation and Arbitration Boards; Public Service Board; Education Service Conciliation and Arbitration Commission; Post Secondary Education Remuneration Tribunal; Police Service Board;
- (c) Queensland — Industrial Conciliation and Arbitration Commission of Queensland; Electricity Authority Industrial Causes Tribunal;
- (d) Western Australia — Western Australian Industrial Commission; Western Australian Coal Industry Tribunal; Public Service Arbitrator; Railway Classification Board; Government School Teachers Tribunal;
- (e) South Australia — Industrial Court; Industrial Commission; Conciliation Committees; Public Service Arbitrator; Teachers Salaries Board;
- (f) Tasmania — Industrial Boards; Public Service Board; Public Service Arbitrator.

11.8 Recently, a review of industrial relations law and systems was completed by the Committee of Review into Australian Industrial Relations Law and Systems whose findings may strongly influence the present industrial relations environment. The Committee's major finding was that '... conciliation and arbitration should ... remain the mechanism for regulating industrial relations in Australia'. It was also accepted that this system required changes and that improvements to its operation should be made, the principal recommendation being that the Australian Government '... should seek the cooperation of the States in establishing ... a viable, coordinated, acceptable and effective industrial relations system' (i.e. an integrated Commonwealth/State system should be established). Additionally, recommendations were made in relation to Commonwealth powers, Federal institutions, employee and employer organisations and processes of dispute resolution.

TRADE UNIONS AND EMPLOYEE ASSOCIATIONS

11.9 Trade unions and other employee associations in Australia are diverse in character and range from small independent associations to large national organisations. The statistics compiled by the ABS convey some of this diversity by providing information on the number, size, distribution (by State, by area of operation) and labour force penetration of employee associations. ABS concepts on employee associations are discussed later in this chapter under the 'trade union' headings.

11.10 Employee associations are recognised under various industrial arbitration Acts, which provide for the registration of such organisations (employer organisations are provided for as well). In general, registration is necessary before an organisation can appear before the relevant arbitration tribunal. It is the case that many employee associations do register, but not all do. The list of industrial arbitration Acts is as follows:

- (a) Federal — Conciliation and Arbitration Act, 1904;
- (b) New South Wales — Industrial Arbitration Act, 1940; Trade Union Act, 1881;
- (c) Queensland — Industrial Conciliation and Arbitration Act, 1961-1985; Electricity Authority Industrial Causes Tribunal Act, 1985;
- (d) Western Australia — Industrial Arbitration Act, 1979-1981;
- (e) South Australia — Industrial Conciliation and Arbitration Act, 1972;
- (f) in Victoria and Tasmania, where wages and conditions of work in the State sphere are determined by

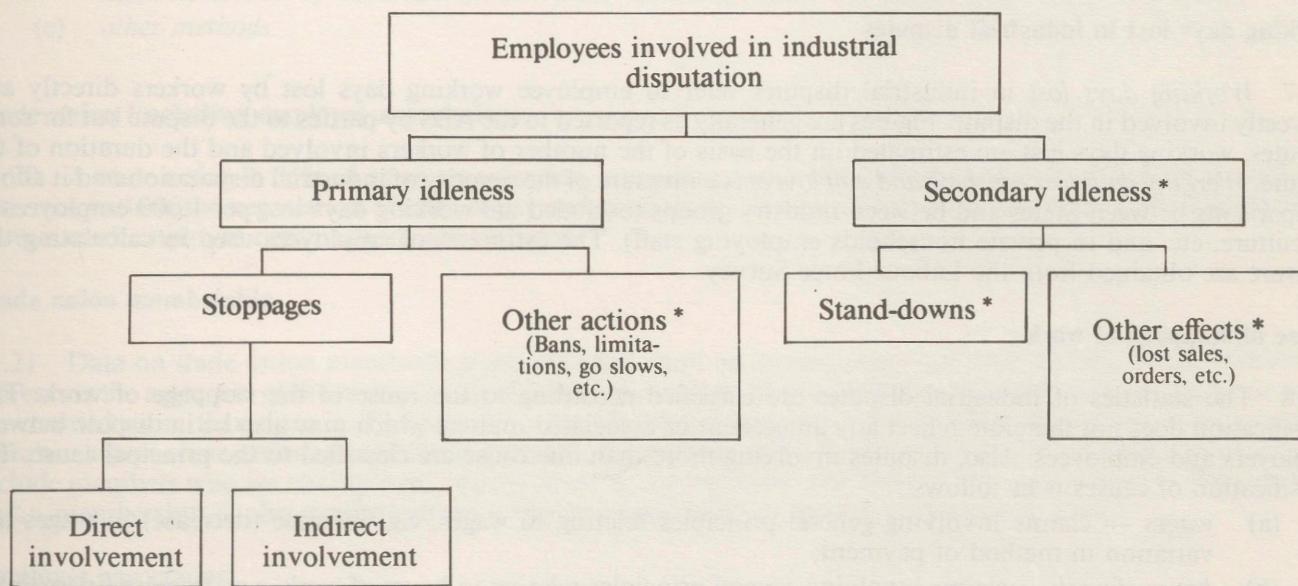
Wages Boards and Industrial Boards respectively, there is no provision in industrial arbitration legislation for registration of trade unions.

11.11 There are two main central labour organisations in addition to all other employee associations. These are the Australian Council of Trade Unions (which came into being in 1927) and the Council of Professional Associations (which was formed in 1956).

INDUSTRIAL DISPUTES CONCEPTUAL FRAMEWORK

11.12 Consistent with the practice in other countries, ABS industrial disputes statistics cover only 'primary idleness'. No attempt is made to measure 'secondary idleness' due to the difficulty and cost of obtaining reliable estimates. Primary idleness refers to employee working days lost through disputes at the establishment where the stoppage occurred. This can be further classified by employee involvement — direct involvement relates to employees at an establishment who are either on strike or locked out. Indirect involvement relates to employees at the same establishment who are stood down or laid off as a result of the direct involvement. Secondary idleness refers to employees who are laid off or stood down at other establishments as a result of primary idleness elsewhere. These concepts can be represented schematically as shown in the following diagram.

DIAGRAM 4. INDUSTRIAL DISPUTES CONCEPTUAL FRAMEWORK



* Not currently measured by ABS

11.13 As can be seen in this diagram, primary idleness does not reflect the effects of industrial disputes on the economy as a whole. For example, disputes may cause stand-downs at other establishments because of lack of materials, disruption in transport services, power cuts, etc. which are not reflected in statistics of primary idleness. It is also possible that some or all of the total employee working days lost in any particular dispute may be made up by working longer hours after work has resumed, by increasing the workforce at the establishment involved or at other establishments, or by workers obtaining work in other establishments while a dispute is in progress. In addition, it is important to note that 'primary idleness' as measured by the ABS does not include time lost as a result of bans and limitations such as work bans, work to rule and overtime bans, go slow directives, etc.

11.14 The statistics of industrial disputes which are compiled by the ABS are in keeping with the recommendations of the Third International Conference of Labour Statisticians (1926). These statistics relate to all classes of industry, with the concepts shown below being those currently in force.

ABS CONCEPTS AND DEFINITIONS

Industrial disputes

11.15 An industrial dispute is defined as a withdrawal from work by a group of employees or a refusal by an employer or a number of employers to permit some or all of their employees to work, each withdrawal or refusal being made in order to enforce a demand, to resist a demand, or to express a grievance. Statistics on the number of disputes relate only to disputes involving stoppages of work of ten employee working days or more at the establishments where the stoppages occurred, which were in progress during the reference period.

Workers involved in industrial disputes

11.16 Workers involved in industrial disputes refer to wage and salary earners only and include workers directly and indirectly involved (at the establishments where the stoppages occur) in the disputes. *Workers directly involved* are those who actually participated in the dispute in order to enforce or resist a demand or to express a grievance. *Workers indirectly involved* are those workers at the establishments where the stoppages occurred, whose work has been disrupted but who are not themselves parties to the dispute. *Newly involved workers* comprise those involved in disputes which commenced during the reference period and additional workers involved in disputes which continued from the previous reference period. The total number of workers involved in industrial disputes is obtained by adding together the number of workers involved in each individual dispute that was in progress during the reference period. For any reference period workers who were involved in more than one dispute are counted for each dispute. Where there are varying numbers of workers involved in any one dispute the largest number of workers involved in any one day is counted.

Working days lost in industrial disputes

11.17 *Working days lost* in industrial disputes refer to employee working days lost by workers directly and indirectly involved in the dispute. Figures are generally as reported to the ABS by parties to the dispute but for some disputes, working days lost are estimated on the basis of the number of workers involved and the duration of the dispute. *Working days lost per thousand employees* is a measure of the severity of industrial disputation and it allows comparisons between States and between industry groups (excluded are working days lost per 1,000 employees in agriculture, etc. and in private households employing staff). The estimates of employees used in calculating this measure are obtained from the Labour Force Survey.

Cause of stoppage of work

11.18 The statistics of industrial disputes are classified according to the cause of the stoppage of work. This classification does not therefore reflect any antecedent or associated matters which may also be in dispute between employers and employees. Also, disputes involving more than one cause are classified to the principal cause. The classification of causes is as follows:

- (a) *wages* — claims involving general principles relating to wages, e.g. increase (decrease) in wages and variation in method of payment;
- (b) *hours of work* — claims involving general principles relating to hours of work, e.g. decrease (increase) in hours and spread of hours;
- (c) *managerial policy* — disputes concerning the managerial policy of employers including computation of wages, hours, leave, etc. in individual cases; docking pay, docking leave credits, fines, etc; disciplinary matters including dismissals, suspension, victimisation; principles of promotion and filling positions, transfers, roster complaints, retrenchment policy; employment of particular persons and personal disagreements; and production limitations or quotas;
- (d) *physical working conditions* — includes disputes concerning safety issues; protective clothing and equipment; first aid services; uncomfortable working conditions, etc; lack of, or the conditions of, amenities; claims for assistance; shortage or poor distribution of equipment or material; condition of equipment; new production methods and equipment; and arduous physical tasks;
- (e) *trade unionism* — includes disputes concerning employment of non-unionists; inter-union and intra-union disputes; sympathy stoppages in support of employees in another industry; and recognition of union activities;
- (f) *other* — claims involving general principles relating to holiday and leave provisions; pension and retirement provisions; workers' compensation provisions; insertion of penal clause provisions in awards,

etc.; also included are disputes concerning protests directed against persons or situations other than those relating to the employer/employee relationship (e.g. political matters, fining and gaoling of persons, protests against lack of work, and lack of adequate transport); non-award public holidays; accidents and funerals; no reason given for stoppages.

Method of ending the stoppage of work

11.19 Statistics of the method of settlement of industrial disputes relate to the method directly responsible for ending the stoppage of work and do not necessarily relate to the method (or methods) responsible for settling all matters in dispute. For these reasons they do not reflect the relative importance of all methods of settlement. The classification of methods of settlement is as follows:

- (a) *negotiation* — comprises private negotiation between the parties involved, or their representatives, without the intervention or assistance of authorities constituted under State or Federal industrial legislation;
- (b) *State legislation* — comprises intervention or assistance of an industrial authority or authorities created by or constituted under State conciliation and arbitration or wages board legislation, or reference to such authorities, or compulsory or voluntary conference, and intervention, assistance or advice of State Government officials or inspectors;
- (c) *Federal and joint Federal-State legislation* — comprises compulsory or voluntary conference or by intervention or assistance of, or reference to, the industrial tribunals created by or constituted under the following Acts: Conciliation and Arbitration Act, Coal Industry Acts, Stevedoring Industry Act, Snowy Mountains Hydro-electric Power Act, Navigation Act, and the Public Service Arbitration Act; and the intervention, assistance or advice of Federal Government officials or inspectors;
- (d) *resumption without negotiation* — this category may include some disputes which are settled subject to negotiation of a formal nature; stop-work meetings are included, and this category may also include disputes settled by 'resumption' as stated, but about which no further information is available;
- (e) *other methods.*

Trade union (including employee association)

11.20 A trade union is defined as an organisation, consisting predominantly of employees, of which the principal activities include the negotiation of rates of pay and conditions of employment for its members. Both registered and unregistered employee organisations are included.

Trade union membership

11.21 Data on trade union membership are obtained from an annual census of trade unions. Total membership represents the aggregate of the membership of individual unions. Persons who are members of more than one union are counted more than once in the total. Total membership figures may also be affected by union rules governing membership — some unions restrict their reported membership to 'financial' members, while other unions may not include members who are unemployed, retired from the labour force, disabled or have dues in arrears. Data on trade union membership is also available from a special supplementary survey, conducted in 1982.

Employer association

11.22 Statistics are compiled on the number of employer associations registered under the Commonwealth Conciliation and Arbitration Act 1904.

Employees covered by awards

11.23 Employees covered by awards, etc. are employees whose rates of pay and conditions of work are normally varied in accordance with variations in a specific Federal or State award, determination or registered collective agreement or a specific unregistered collective agreement. However unregistered collective agreements dealing only with over-award pay are ignored.

Incidence of industrial awards, determinations and collective agreements

11.24 Data on the incidence of industrial awards, determinations and collective agreements are collected in the Survey of Employee Earnings and Hours (EEH), which is conducted biennially (see Chapter 2 for a description of

the scope and methodology of this survey). Details of the award coverage of employees, cross-classified by other data items obtained in the survey are provided.

Federal awards

11.25 Federal awards, etc. are awards or determinations made by, and collective agreements registered with, the Australian Conciliation and Arbitration Commission, the Public Service Arbitrator, the Coal Industry Tribunal, and the Flight Crew Officers Industrial Tribunal.

State awards

11.26 State awards, etc. are awards or determinations made by, and collective agreements registered with, State industrial arbitration authorities. Published estimates of employees affected by State awards, etc. include a small proportion of employees affected by awards, etc. of State tribunals in other States. Similarly in each Territory there is a small proportion of employees affected by awards, etc. of State tribunals in adjacent States.

Collective agreements

11.27 Collective agreements (whether registered or unregistered) are agreements made by an employer or a number of employers with a group or organisation of employees. Registered collective agreements are those collective agreements registered with a Federal or State industrial arbitration authority, whilst unregistered collective agreements are those not so registered.

Employees not covered by awards

11.28 Employees not covered by awards, etc. are those employees whose rates of pay and conditions of work are not normally varied in accordance with variations in a specific Federal or State award, determination or registered collective agreement or a specific unregistered collective agreement.

ABS SOURCES

Industrial disputes collection

11.29 Statistics of industrial disputes are compiled mainly from data obtained from employers (both private and government) and trade unions concerning individual disputes, and from reports of government authorities. Particulars of some stoppages (for example, those involving a large number of establishments) are sometimes estimated.

11.30 Of the ABS concepts relating to industrial relations and disputation, industrial disputes, workers involved (including newly involved) in industrial disputes, working days lost, cause of stoppage of work and method of ending the stoppage of work are covered in the industrial disputes collection.

Census of Membership of Trade Unions and Employee Associations

11.31 Statistics on trade unions and their membership are compiled from questionnaires completed by individual trade unions in respect of their membership and area of operation, as at the end of December each year. Current lists of reporting trade unions are maintained by reference to lists used in previous years and to trade unions registered under the provisions of the various Federal and State industrial arbitration Acts, trade union Acts, etc.; from names of unions reported to be engaged in conciliation and arbitration proceedings, etc.; from lists provided by or available from peak employee councils, etc. (e.g. the Australian Council of Trade Unions and the Trade Union Training Authority); and from reports in trade journals, trade union and employer periodicals, newspapers and other publications.

11.32 Of the ABS concepts etc. relating to industrial relations and disputation, trade union and trade union membership are covered in the trade union census.

Population surveys

11.33 For details of the structure and methodology of the population surveys see paragraphs 1.73 to 1.88.

11.34 Of the ABS concepts relating to industrial relations and disputation, trade union and trade union membership are covered in the population surveys.

Incidence of industrial awards, determinations and collective agreements

11.35 Data about the award coverage of employees are obtained as part of the biennial Survey of Employee Earnings and Hours which is outlined in paragraphs 2.71 to 2.75.

11.36 Of the ABS concepts, etc. relating to industrial relations etc., award coverage (Federal, State collective agreements), award coverage by industry and occupation, adult/junior employee category, full-time/part-time status of employees are covered in the survey.

NON-ABS SOURCES

11.37 Statistics on aspects of industrial relations are presented by other Commonwealth and State government departments and authorities, often in their annual reports. For example, statistics on employee-shifts lost because of industrial disputes and other reasons are published by the Joint Coal Board in its annual report, while comprehensive information on employee-hours lost by operational employees of stevedoring companies due to industrial disputes is published by the Commonwealth Department of Transport.

COMPARABILITY OF SOURCES

ABS special supplementary survey on trade union members and Censuses of Trade Unions and Employee Associations

11.38 Statistics on trade union membership obtained from the Censuses of Trade Unions and Employee Associations (hereafter called the Census of Trade Unions) are higher than the estimates obtained from the special supplementary survey for a number of reasons including the following:

- (a) the estimates from the special supplementary survey relate only to union membership in one job, whereas a person who had recently changed jobs could be registered as a member of more than one union in the Census of Trade Unions;
- (b) the estimates from the special supplementary survey relate to wage and salary earners and as such exclude some persons who may be members of unions, e.g. some self-employed persons such as truck owner-drivers;
- (c) some persons may elect to belong to more than one union, but would be counted only once in the special supplementary survey; and
- (d) some unions may encounter difficulties in maintaining up-to-date registers of members, which will therefore include (in the Census of Trade Unions) persons who are no longer financial members.

CHAPTER 12

OCCUPATIONAL HEALTH AND EMPLOYMENT INJURIES

12.1 In most countries, statistics on employment injuries are collected by means of an administrative by-product process and vary considerably in scope, coverage and character. The terminology used also varies considerably and terms such as 'occupational injury' and 'industrial accident' are used interchangeably with 'employment injury'. Efforts to standardise the statistics have been made, at an international level, since 1923 when, at the First International Conference of Labour Statisticians (ICLS), a resolution covering the classification of employment injuries and the calculation of frequency rates, etc. was adopted. Attempts to ensure international comparability continued with certain resolutions being adopted by the Sixth ICLS (1947), the Eighth ICLS (1954) and the Tenth ICLS (1962). The Tenth ICLS recognised the importance of adequate statistical information on employment injuries for the purposes of developing accident prevention programs and passed a resolution concerning standard terminology, concepts and definitions as well as guidelines for the measurement of employment injuries. However, there was not much practical improvement in terms of uniformity, comparability and availability and, over time, the standards adopted by the Tenth ICLS were considered to be inadequate.

12.2 In 1981, a Meeting of Experts on Statistics of Occupational Injuries was convened, by the International Labour Organisation (ILO), to address the question of standard statistical reporting of employment injuries. The conclusions of this meeting were considered by the Thirteenth ICLS (1982) and a resolution covering terminology, methodology, concepts and definitions, sources of the data, coverage, classifications of the data and various comparative measures (such as frequency, incidence and severity rates), which replaced the resolutions adopted in this field by the First, Sixth and Tenth ICLS's, was adopted.

AUSTRALIAN EMPLOYMENT INJURY STATISTICS

12.3 In Australia, statistics on employment injuries (see paragraph 12.5 for the definition of this term) are compiled by the ABS in each State and the Australian Capital Territory (A.C.T.), using data obtained from authorities administering workers' compensation legislation. Data available from these authorities are governed by the scope and definitional content of the legislation under which each authority operates. Because of lack of standardisation inherent in such a system, it has not been possible to derive meaningful national statistics. However, steps are currently being taken to improve, where possible in each State and the A.C.T., the standardisation of concepts, definitions and data items, and the feasibility of producing a national publication, incorporating information on a set of data items which are common to all collections, is being assessed. It is also hoped that, in time, the coverage of the collections (which varies from State to State and excludes important sectors, authorities and categories of employees, e.g. Commonwealth Government employees, employees compensated under Acts other than the principal State workers' compensation Acts, the police force in some States, most self-employed persons and certain casual employees) can be improved.

ABS CONCEPTS AND DEFINITIONS

12.4 The following concepts are common to most States' collections, however, detailed definitions and the terminology used may differ. Most States use the term 'industrial accident' to cover occupational diseases as well

as injuries resulting from accidents. All definitions of concepts, etc. given are current at the time of writing at which time the following reference periods were applicable: New South Wales, 1982-83; Victoria, 1983-84; Queensland, 1983-84; Western Australia, 1982-83; South Australia, 1982-83 and Tasmania, 1983-84.

Employment injury

12.5 Employment injuries cover all injuries resulting from accidents arising out of, or in the course of employment (work accidents and commuting accidents) and all occupational diseases. Statistics collected by the ABS cover employment injuries which are compensable under the relevant State's (or Territory's) workers' compensation Act and relate to those injuries reported in the reference year for New South Wales, and, for all other States and the A.C.T., those injuries occurring in the reference year. The published statistics for most States exclude cases occurring during journey to or from work, and recess cases. Separate details of these cases are compiled in respect of all States.

Occupational disease

12.6 An occupational disease is an employment injury which is distinguishable from an injury by accident by one or more of the following characteristics:

- (a) the slow and protracted nature of its cause;
- (b) it is ascribable to the repeated or continuous action of a mechanical, physical or chemical nature and is not the effect of a single event but of a cause acting imperceptibly and constantly;
- (c) the uncertain time of its beginning; and
- (d) a possible individual predisposition is a factor in the development of the condition.

Fatal employment injury

12.7 Fatal cases are those cases where death results from a compensable accident or disease. The time limit before injuries are classified as fatal or non-fatal varies from State to State.

Permanent total/permanent partial/temporary disability

12.8 Cases of *permanent total disability* are cases where the worker is considered to be totally and permanently incapacitated for the purposes of his/her employment. *Permanent partial disability* refers to cases of partial or complete loss of, or loss of the use of, any part of the body faculty, as a result of which, although able to work, the earning capacity of the worker or his/her opportunities for employment are permanently affected. *Temporary disability* refers to an employment injury which does not result in death or a permanent disability.

Time lost

12.9 The manner in which time lost is measured varies slightly between States. In general terms, time lost is the total amount of time that a person is absent from work (for which compensation is payable). Where several periods of absence occur it is the sum of these periods.

Type of accident

12.10 Type of accident refers to the manner in which contact was made between the injured person and the object or substance causing the injury or the exposure or the movement of the injured person which resulted in the injury, e.g. falling, stepping on, overexertion, etc.

Agency of accident

12.11 The agency of accident means the object, substance or circumstance most closely associated with the accident and which, in general, could have been guarded against or corrected, e.g. machinery, working environment, animal, etc. A distinction should be made between the agency of injury and agency of accident, e.g. a fire damp explosion may result in a miner being crushed by a falling beam. In this instance the agency of injury is the beam but the agency of accident is the material responsible for the explosion.

Location of injury

12.12 The location of injury refers to the part of the body where the principal injury occurred.

Nature of injury

12.13 The nature of injury refers to whether an injury is, for example, a laceration, bruising, fracture, etc.

12.14 Uniform classifications for type and agency of accident and location and nature of injury have been developed by the ABS and are modified versions of internationally recommended classifications.

Commuting cases

12.15 Commuting cases refer to employment injuries which occur whilst travelling between place of abode and place of employment, to technical school for training associated with the worker's employment, or for medical treatment for a compensable injury, etc. Excluded are journeys undertaken in the course of employment. (Commuting cases cannot be identified separately in the Victorian statistics, although cases occurring during journey to or from work can be identified separately.)

Recess cases

12.16 Recess cases refer to employment injuries occurring during an ordinary work-break (e.g. at lunch-time) regardless of whether the worker has left the place of employment.

Industry/occupation classification

12.17 Industry and occupation of injured workers is classified according to the Australian Standard Industrial Classification for industry and the Classification and Classified List of Occupations for occupation, for all States and the Australian Capital Territory. For information on these classifications see paragraphs 1.35 and 1.36.

Re-opened claim

12.18 A re-opened claim relates to a claim previously closed, in which the insurer accepts that further incapacity or additional medical treatment, etc. are directly attributed to the original accident or disease. Generally, details of the total cost and time lost for claims closed and then re-opened within the current year are combined as one case, but details relating to re-opened cases which occurred in a previous year are excluded from published tables.

Cost of claim (amount of compensation paid)

12.19 Cost of claim relates to compensation for wages and salaries, hospital and medical expenses, lump sum payments and other expenses. Legal costs, alternative benefits under common law and transport and investigation expenses are excluded for most States. Data on cost of claim are not available for Queensland.

12.20 The following additional concepts relate to the Queensland collection only.

Duration of temporary disability

12.21 This refers to the number of calendar days lost rather than the actual number of working days lost.

Work injury

12.22 A work injury results from an accident, not an occupational disease, which has occurred while the person was working (as opposed to commuting or recess cases).

12.23 Information on accidents which occurred at work (as well as accidents occurring elsewhere) can also be obtained from the Australian Health Survey which was a special supplementary survey conducted most recently in the period February 1983 to January 1984. For work accidents, as identified in the survey, occurring in the four weeks prior to the interview, the following details were obtained:

- (a) parts of body injured (head and neck, back and trunk, etc.);
- (b) type of injury (burns and scalds, fracture, etc.);
- (c) nature of activity being undertaken at the time of the accident (driving, home duties, etc.);
- (d) agency associated with the accident (machines and lifting equipment, etc.);
- (e) event resulting in the injury (fall or jump, struck by falling objects, etc.); and
- (f) the number of days and hours lost from work.

ABS SOURCES

Workers' compensation

Workers' Compensation Statistics — New South Wales

12.24 Statistics on workers' compensation, in New South Wales, are compiled by the ABS for the State Compensation Board (previously the Workers' Compensation Commission of New South Wales). In general, the

ABS concepts etc., defined earlier in this chapter, are covered in this collection. The major difference is that statistics relate to employment injuries reported, not those occurring, in the reference year. However, in conforming with the legislative requirements which govern the collection of these statistics, information on other (non-ABS) concepts is collected. For the definitions of these concepts and the methodology used in this collection, see paragraph 12.42.

Industrial Accidents Collection — Victoria

12.25 Statistics relating to employment injuries, in Victoria, are compiled by the ABS from reports of workers' compensation claims submitted to the Victorian Workers' Compensation Board by insurance companies, self-insurers and State Government departments as prescribed by the Victorian Workers' Compensation Act 1958 and the Workers' Compensation (Amendment) Regulations 1982. The statistics (called industrial accidents statistics), which relate to employment injuries occurring in the reference year, exclude all injuries which did not result in incapacity for work for at least one week (5 working days or 7 calendar days). Details of cases involving journey to or from work and recess cases are excluded from published tables, but some separate details are compiled. Self-employed persons and employees of the Commonwealth Government are excluded from the collection. As mentioned in paragraph 12.4, the description of the Victorian Industrial Accidents Collection provided in this Guide relates to the workers' compensation system in operation in 1983-84 (which remained operative in 1984-85). However, legislative changes to that system introduced in 1985 may affect the basis of the statistical collection.

Industrial Accidents Collection — Queensland

12.26 Statistics relating to employment injuries in Queensland are compiled by the ABS from reports of compensable accidents as specified under the Queensland Workers' Compensation Act 1916 and made available by the Workers' Compensation Board, and reports of accidents to police made available by the Queensland Police Department. The statistics (called industrial accidents statistics) relate to those employees who lost at least a full shift from work as a result of an employment injury which occurred during the reference year. Some details of recess and commuting cases are provided separately in the statistics. Some self-employed persons and all employees of the Commonwealth Government are excluded from the collection.

Industrial Accidents Collection — Western Australia

12.27 Statistics on employment injuries in Western Australia are compiled by the ABS from reports of accident claims which are forwarded to the ABS by the Western Australian Workers' Assistance Commission. The statistics (called industrial accidents statistics) relate to workers covered by the Western Australian Workers' Compensation and Assistance Act 1981 and represents all employment injuries which involve time lost from work of one day or more and which occur during the reference year. Some details of cases occurring during travel to or from work are provided separately. Self-employed persons, the State Police Force and persons employed by the Commonwealth Government are excluded.

Industrial Accidents Collection — South Australia

12.28 Statistics on employment injuries in South Australia are compiled by the ABS from reports on workers' compensation claims submitted by insurance companies, self-insurers and State Government departments through the South Australian Department of Labour. Only claims within the scope of the South Australian Workers' Compensation Act 1971-1979, for injuries which involve time lost from work of one week or more (but including all cases of noise induced hearing loss irrespective of time lost), which occur within the reference year, are included in the statistics (called industrial accidents statistics). Some details of recess and commuting cases are provided separately in the statistics. Self-employed persons and Commonwealth Government employees are excluded.

Industrial Accidents Collection — Tasmania

12.29 Statistics on employment injuries for Tasmania are compiled by the ABS from reports of workers' compensation claims, relating to injuries which have occurred in the reference year, which are submitted by insurance companies, self-insurers and State Government departments. The statistics (called industrial accidents statistics) relate to persons covered under the Tasmanian Workers' Compensation Act 1927 plus State police officers and involve only claims for injuries which result in an absence from work for one day/shift or more. Separate details of occupational diseases and of injuries resulting from accidents are not provided in the statistics. Self-employed persons and Commonwealth Government employees are excluded from the scope of the collection.

Industrial Accidents Collection — Australian Capital Territory

12.30 Statistics on employment injuries for the Australian Capital Territory (A.C.T.) are collected from insurance companies licensed to underwrite workers' compensation in the A.C.T. in respect of injuries which have occurred

in the reference year and have resulted in time lost from work of one day or more. The statistics (called industrial accidents statistics) relate to persons covered under the A.C.T. Workmen's Compensation Ordinance 1951 (As Amended) and include only those employment injuries which occur in a Canberra suburb, an A.C.T. village or rural district, or any area outside the A.C.T. proper, that is compensable under this Ordinance. Self-employed persons and Commonwealth Government employees are excluded from the statistics. However, certain statutory bodies (e.g. the Australian National University) have elected to be covered under the above Ordinance and are therefore included.

12.31 A summary of the ABS concepts, etc. relating to occupational health and employment injuries, covered in the industrial accidents collections for each State and the A.C.T. and the State Compensation Board collection for New South Wales, is presented in the following diagram:

DIAGRAM 5. SUMMARY OF ABS CONCEPTS RELATING TO OCCUPATIONAL HEALTH AND EMPLOYMENT INJURIES

	N.S.W.	Vic.	Qld	W.A.	S.A.	Tas.	A.C.T.
ABS CONCEPT OR DATA ITEM							
Employment injury	X	X	X	X	X	X	X
Occupational disease	(a)X	X	X	X	X	X	X
Fatal employment injury	X	X	X	X	X	X	X
Permanent total/permanent partial/temporary disability	X	X	X	X	X	X	X
Time lost	X	X	X	X	X	X	X
Type of accident	X	X	X	X	X	X	X
Agency of accident	X	X	X	X	X	X	X
Location of injury	X	X	X	X	X	X	X
Nature of injury	X	X	X	X	X	X	X
Commuting cases	X		X	X	X	X	X
Recess cases	X	X	X	X	X	X	X
Industry/occupation classification	X	X	X	X	X	X	X
Re-opened claim	X	X	X	X	X	X	X
Cost of claim (amount of compensation paid)	X	X		X	X	X	X
Duration of temporary disability		X	X				
Work injury	(b)X	X	X	X			X

EXCLUSIONS FROM SCOPE OF THE STATISTICS

Commonwealth Government employees	X	X	X	X	X	X	X
Self employed persons	X	X	(c)X	X	X	X	X
State police	X			X			
Casual employees	X						
Cases of disease caused by the inhalation of dust (except in coal mining)		X					
Other	(d)X						

DURATION OF INCAPACITY FOR WORK

One Shift/one day or more		X	X		X	X	
Three days or more	(e)X						
One week or more		(f)X			(g)X		

REPORTING BASIS

Year of occurrence	X	X	X	X	X	X	X
Year of report	X						

(a) The term used in the N.S.W. workers' compensation collection is 'injury by disease'. (b) Also includes certain prescribed journey cases. (c) In some cases, self-employed persons may be included in the collection. (d) Cases involving employees of the State Rail Authority and Urban Transit Authority who elect to be compensated under provisions of the Public Transport Acts. (e) Some limited data are available for cases which result in an absence from work of less than three days. (f) Includes either 5 working days or 7 calendar days. (g) All cases of noise induced hearing loss are included in the statistics irrespective of the duration of incapacity. (x — covered by particular industrial accident collections.)

12.32 As mentioned earlier, the collection of statistics of industrial accidents is governed, in each State, by the scope and definitional content of the legislation under which individual State authorities, administering workers' compensation legislation, operate and, as a result, no meaningful national statistics are currently available. Also, the coverage of collections varies between States. In addition to these limitations there are a number of other factors which may affect the quality of the statistics and should be borne in mind when making inter-State comparisons for a particular year or within-State comparisons over time. These include:

- (a) problems of ensuring completeness and timeliness of reporting, including the difficulty of obtaining information from failed insurers;
- (b) problems in accurately classifying nature and location of injury and nature of disease for cases where insufficient medical information is available;
- (c) the fact that significant components of time lost and cost of claims are, by necessity, estimates; and
- (d) probable differences between States in classification of cases to work accidents versus diseases (for example, in South Australia some 'repetitive strain injury' cases are classified as diseases, others as accidents) — there is almost certainly some inconsistency in the medical profession in the classification of these cases.

Population surveys

12.33 For a description of the structure of the population surveys in general and the methodology used see paragraphs 1.73 to 1.88. A description of the 1983 Australian Health Survey is given below.

Australian Health Survey, 1983

12.34 The Australian Health Survey (AHS) was conducted throughout the twelve month period February 1983 to January 1984 to obtain information about the health of Australians and the use of and need for various health services and facilities. It is the second national survey of its kind to be conducted by the Australian Bureau of Statistics, the first being conducted in 1977-78.

12.35 The survey was based on a multi-stage area sample of private dwellings (about 18,000 houses, flats, etc.) and non-private dwellings (hotels, motels, caravan parks, boarding houses, etc.) selected throughout Australia and covering about one-third of one per cent of the population of Australia.

12.36 Certain groups of persons such as non-Australian diplomatic personnel, persons from overseas holidaying in Australia, members of non-Australian defence forces (and their dependents) stationed in Australia, students at boarding schools and institutionalised persons (including inpatients of hospitals, nursing homes etc.) were excluded from the survey. The exclusion of persons in health institutions should be borne in mind when interpreting the results of the survey.

12.37 Personal interviews, by carefully chosen and specially trained interviewers, were used to obtain information from the occupants of those dwellings selected. Each person aged 15 years and over was interviewed personally with the exception of persons too old or too sick, and persons aged 15 to 17 years whose parents objected to them being interviewed. In these cases relatives were interviewed on their behalf. For persons aged less than 15 years, information was obtained from the person responsible for the child (usually the mother).

12.38 Separate questionnaires were used for persons aged less than 15 years and for persons aged 15 and over.

12.39 The approach adopted to collect health information in the survey was to ascertain whether any of a range of health-related actions was taken by respondents in the two weeks prior to the interview. For each action taken a number of conditions (illness or other reasons for action) were identified, of which conditions caused by accidents were further identified.

12.40 For further details of the concepts, methodology and procedures used in this survey see *Australian Health Survey: Outline of Concepts, Methodology and Procedures Used* (ABS Catalogue No. 4323.0).

12.41 The concepts relating to occupational health and industrial accidents, defined in this chapter, which are covered in the 1983 Australian Health Survey are type of accident, agency of accident and nature of injury.

NON-ABS SOURCES

State Compensation Board — New South Wales

12.42 Statistics relating to workers' compensation, in New South Wales, are compiled by the ABS for the State Compensation Board from returns which insurers and self-insurers are required to supply to the Board in respect of cases admitted to compensation under the Workers' Compensation Act, 1926. The statistics relate to all compensation cases for which payments were made and unfinalised cases for which no payments were made, in the reference year. Complete statistics are only available for cases which result in an absence from work of three days or more. Some limited data are available for cases resulting in an absence of less than three days. Excluded from the statistics are data relating to most self-employed persons, employees of the Commonwealth Government and certain groups of employees specifically excluded from the Act (e.g. the police, and casual workers excluded on the basis of time worked and purpose of employment criteria). Also excluded are cases of disease caused by the inhalation of dust (except in coal mining).

12.43 The concepts and definitions used by the State Compensation Board are not compatible with the ABS concepts listed earlier in this chapter. The Compensation Board concepts etc. are:

- (i) *new cases of compensable injury* — new cases of compensable injury, in any year, are defined as those cases for which a return has been supplied for the first time to the State Compensation Board, in that year;
- (ii) *classification of employment* — this classification, as prescribed by Regulations which were adopted under the N.S.W. Workers' Compensation Act, relates to the classification of a person's industrial or occupational activities, and is not directly comparable with any classification adopted by the ABS for the compilation of official statistics regarding industries or occupations of employees;
- (iii) *duration of compensation* — duration of compensation is measured for cases compensated by weekly payments and for which no lump sum payments have been made; data are produced for terminated cases only and are expressed in terms of the number of weeks of incapacity paid for by weekly payments.

Joint Coal Board

12.44 Data relating to coal mining accidents, included in the ABS statistics, are compiled by the Joint Coal Board who publish the data in a number of publications, including the *Joint Coal Board Annual Report*. Statistics published by the Joint Coal Board include the number of lost-time injuries (those injuries which result from an absence from work for at least one day other than the day of the injury), lost-time accidents and the number of fatalities.

New South Wales Department of Industrial Relations

12.45 In relation to its occupational health and safety activities, the N.S.W. Department of Industrial Relations compiles statistics on industrial accidents and occupational diseases notified to the Department under the various Acts under its administration.

Office of the Commissioner for Employees' Compensation

12.46 In accordance with the Compensation (Commonwealth Government Employees) Act 1971, information on the number of injuries in respect of which determinations were made under the Act, and the total amount of compensation paid, is published in the Annual Report of the Commissioner for Employees' Compensation. Persons covered by the Act include:

- (i) persons employed by the Commonwealth, such as Commonwealth public servants, members of the Defence Forces and Australian Federal Police officers;
- (ii) persons employed by a 'prescribed authority of the Commonwealth', for example, the ABC and Telecom; and

(iii) persons employed by the Northern Territory Government or an Authority of the Northern Territory Government.

12.47 Under the Act, injuries include cases of diseases, which are compensable under the Act, and also cover cases which arise while on duty or while journeying to or from employment and cases of 'attendance' which include attendance at school, college, university or any other place where that attendance is required under the Act; at the request, direction or approval of the employer; or where that attendance is reasonably incidental to the employment.

12.48 The Office of the Commissioner for Employees' Compensation has not, as yet, adopted standard statistical definitions and coding procedures recommended by the ABS. Therefore, information on employment injuries among Commonwealth Government employees remains unavailable.

National Institute of Occupational Health and Safety

12.49 The collection of statistics of occupational health and safety may undergo significant change in the future, following the Federal Government's establishment of a National Occupational Health and Safety Commission. It is intended that this body will have responsibilities for the facilitation and co-ordination of action in collaboration with State Governments, aimed at improving working conditions and reducing the incidence of death, injury and illness in the workplace. To assist in this process, a National Occupational Health and Safety Office (NOHSO) and a National Institute of Occupational Health and Safety (NIOHS) have been created. The objectives of NIOHS include plans to develop and implement improved systems for the collection, recording, evaluation and dissemination of statistics and other information.

Other

12.50 Statistics on industrial accidents, diseases, and compensation claims are published by various government departments and organisations in respect of their specific administrative functions.

CHAPTER 13

LABOUR PRODUCTIVITY

13.1 The broadest definition of 'productivity', from the International Labour Organisation (ILO), is 'the ratio between output and the total input of factors required to achieve it'. In this sense, productivity is 'the end result of a complex social process including: science, research and development, education, technology, management, production facilities, workers' and labour organisations'.

13.2 Virtually all analyses seeking to measure productivity have confined themselves to partial, as opposed to total factor, productivity. Partial productivity is expressed as a ratio between a given measure of output and a given measure of one or more production factors (such as labour, capital, raw materials, etc.). It follows that there are many measures of productivity, each of which fits a particular production factor. Thus it is possible to speak of the productivity of labour, of capital, of raw materials, of power, etc. Often the measure used varies in accordance with the level at which productivity is analysed, e.g. plant, industry, branch of the economy or the economy as a whole.

13.3 The first investigations into productivity were concerned with labour productivity and many more studies have been devoted to it since. It is perhaps because human labour is a universal key resource that labour productivity has remained the centre of interest. It also helps to explain how the term 'productivity' has often been — and often still is — used to mean 'labour productivity'.

INTERNATIONAL RECOMMENDATIONS ON THE MEASUREMENT OF LABOUR PRODUCTIVITY

13.4 While the ILO has published two studies (in 1951 and 1969) on the measurement of labour productivity, no international standards have been promulgated by that organisation. The view taken in the 1969 study was that while it is useful to have a set of definitions which correspond to the various measures of productivity, it was premature to set standards for a single productivity ratio for each measure. At the same time it was recognised that time worked, labour force, and physical and value based measures were all appropriate concepts for particular purposes.

13.5 Considerations such as these led an ILO Working Group on Productivity Statistics to make recommendations, especially on the economic coverage of productivity series, the choice of units of measurement for output, and the corresponding labour input. While no recommendation was made as to which concept was most suitable for measuring national output, several participants in the Working Group preferred estimates at constant prices of gross domestic product at factor cost. In respect of the measurement of labour inputs, the concern was to ensure that account was taken of all the activities of all persons engaged in production.

13.6 In the last analysis, the Working Group considered that the improvement of labour productivity statistics depended on better national statistics on output and on the existence of corresponding data for employment or hours of work. Similarly, it was considered that the ability to compare the trend and level of productivity between one country and another improved with the use of comparable concepts for the definition of output, input and prices and the wider use of the international standards in existence in these fields. The standards being referred to, in

particular, were those of the International Conference of Labour Statisticians in respect of input, the United Nations System of National Accounts in respect of output, and the International Standard Industrial Classification in respect of scope and classification.

ABS CONCEPTS, METHODOLOGY AND SOURCES

13.7 The ABS recognises that the level of gross product and changes in gross product are a function of many different factors including capital, labour, technical knowledge, scale of production and managerial efficiency. Changes in any one of these factors can result in productivity changes. While it is impossible to objectively measure the role of these factors separately, it is recognised that one of the most important and widely accepted analytical series which is used as a proxy for labour productivity is gross product at constant prices per person employed.

13.8 Estimates on this basis, both at industry level and for the economy as a whole, are compiled by the ABS and published in *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0).

Labour input

13.9 The choice of a particular series to represent labour input depends upon the use to which the measures are to be put and the nature of the available data. For many purposes it would be desirable for changes in hours worked per person and in the quality of labour employed (such as the proportion of skilled to unskilled employees) to be reflected in measures of labour input. However, because of data limitations, the measure of labour input used in compiling the estimates presented in *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0) is that of total persons employed.

13.10 The labour input series comprise all labour engaged in the production of goods and services and include not only civilian wage and salary earners but also employers, self-employed persons, persons working 15 hours or more without pay in a family business or on a farm, and members of the Australian defence forces. The annual figures are simple averages based on the available observations of employment levels during the year. The actual estimates of employment are drawn from a variety of ABS series (the major one being the Labour Force Survey) and from the Department of Defence. The series concerned are listed in *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0) and the methodologies used in deriving them are described in Chapter 2 of this Guide.

Gross domestic product at constant prices

13.11 The concepts and definitions used in deriving the gross domestic product at constant prices series presented in *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0) are consistent with those used in other Australian national accounting series. Readers are referred in particular to *Australian National Accounts: Concepts, Sources and Methods* (ABS Catalogue No. 5216.0).

13.12 Gross domestic product at constant prices can be derived either by:

- (a) summing all final expenditures (plus exports, less imports) at constant prices — the results are referred to as expenditure-revalued estimates; or
- (b) summing the constant price gross product of each industry — the results are referred to as industry-revalued estimates.

While these two sets of estimates are conceptually equivalent, they differ in practice due mainly to the use of different data sources. Estimates on both bases are presented in *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0).

Gross product per person employed

13.13 In *Australian National Accounts: Gross Product by Industry* (ABS Catalogue No. 5211.0) the term 'gross product per person employed' is used in preference to 'labour productivity' because:

- (a) the term used is more self-explanatory;
- (b) the methods underlying the constant price gross product estimates for some industries assume no change in labour productivity;

- (c) the measure does not attribute change in gross product to specific factors of production; and
- (d) the employment series are not adjusted for number of hours worked.

Scope and industry classification

13.14 The scope of the gross product estimates accords very closely with the international standards described in the United Nations publication *A System of National Accounts* (1968). The employment estimates are derived as consistently as possible with the gross product estimates, while the industry dissection is based on the 1978 version of the *Australian Standard Industrial Classification* (ABS Catalogue No. 1201.0 and 1202.0).

APPENDIX I

METHODS OF DISSEMINATION OF LABOUR STATISTICS

Labour statistics compiled by the ABS are disseminated in a number of different ways including publications, computer printout, magnetic tape, microfiche and clerically extracted tabulations.

Publications

A full list of the publications currently available from the ABS or those publications for which release is imminent can be found in the ABS *Catalogue of Publications* (ABS Catalogue No. 1101.0). The catalogue provides a brief description of the contents of the publication and information on the size, price (where applicable) and frequency of issue of the publication. Information can also be found in *Publications Advice* (ABS Catalogue No. 1105.0) and the monthly list of *Publications Issued* (ABS Catalogue No. 1102.0) as well as a number of other directory-type publications issued by the ABS.

Magnetic tape

A number of catalogued releases are available from ABS on magnetic tape and may be obtained on request, at an appropriate fee. Recent additions to these services include sample unit record data from the population census and from various household surveys. These files will allow users to analyse the data in their own ways.

Time series data base — INFOS

INFOS (Information Network For Official Statistics) is an on-line system consisting of a data base and associated facilities for storing, retrieving, manipulating and presenting time series data. The system also provides a centralised assembly of time series data which can be used for dissemination to users. INFOS (to be known as INFOSTAT), together with some ABS data, will be generally available on CSIRONET early in 1986. In respect of labour statistics, the ABS currently holds a large number of Labour Force Survey and employer-based survey data series on INFOS.

Microfiche

Microfiche are used as a means of storing and issuing very detailed statistics (which could not economically be issued in hard copy form) and are a means of providing a 'printed' version of data released on magnetic tape. In some cases, they are an inexpensive and conveniently stored alternative to certain printed publications. The publications which are available on microfiche are listed in *Catalogue of Publications* (ABS Catalogue No. 1101.0). A vast amount of unpublished data is also available on microfiche and, in general, may be obtained from the ABS on request. However,

data which are obtained by means of sample surveys are subject to sampling variability which, in some cases, may be too high for most practical purposes. In these cases the release of these data would be suppressed.

Computer printout, clerically extracted tabulations

Unpublished data may also be released in the form of computer printout and/or clerically extracted tabulations and may be obtained where feasible, on request, from the ABS. In each case, depending on the volume of data requested, a charge may be made for providing this service.

How to obtain ABS labour statistics data

The ABS has established (in all ABS Offices) an information service to assist clients in obtaining the statistical information they need, whether that data is published or not published. Contact should be made with 'Information Services' in each State capital city by phoning or writing to the ABS office in their capital city or the ABS Central Office in Canberra.

APPENDIX II

CONCEPTS AND DATA ITEMS: COLLECTION SOURCES

This appendix provides a link between the ABS concepts listed in this Guide and the collections in which these concepts are covered. The concepts are listed alphabetically within chapters. For some collections, an abbreviated title is used as follows:

ARPI	Award Rates of Pay Indexes
AWE	Survey of Average Weekly Earnings
Census	1981 Census of Population and Housing
EEH	Survey of Employee Earnings and Hours
JVOT	Survey of Job Vacancies and Overtime
LFS	Monthly Labour Force Survey
SEE	Survey of Employment and Earnings
SSS	Special supplementary survey
State Supp	State(s)-specific supplementary topic associated with the Labour Force Survey
Supp	National supplementary topic associated with the Labour Force Survey

ABS concept/data item	Paragraph number	Collection source
CHAPTER 1. THE LABOUR FORCE FRAMEWORK		
(a) Labour force		
Currently active population	1.23	LFS; Census
Economically active population	1.22	LFS; Census
Entry (and re-entry) to the labour force	1.29	Various labour force population surveys; Census; other relevant collections
Exit or retirement from the full-time labour force	1.30–1.31	Supp: Persons retired from full-time work; various other population surveys; other relevant sources
Gross flows	1.34	LFS
Industry and occupation classifications	1.35–1.36	Most ABS collections provide data classified by industry or occupation if appropriate

ABS concept/data item	Paragraph number	Collection source
Labour force experience	1.32	Supp: Labour force experience
Labour force participation rate	1.28	LFS; Census
Labour force status	1.27	LFS; various other population surveys; Census
Labour mobility	1.33	Supp: Labour mobility
Unpaid community and volunteer services	1.26	State Supp: Voluntary welfare services (Victoria 1982; Queensland 1982)
Unpaid family helpers	1.25	LFS; Census
Usually active population	1.24	Supp: Labour force experience
(b) Socio-demographic		
Aboriginality	1.69–1.72	Census; a variety of administrative by-product collections which provide data on births and deaths, health and education
Characteristics of overseas arrivals and departures	1.41	Administrative by-product: overseas arrivals and departures
Education: attendance, leavers, and attainment including persons with trade qualifications	1.63–1.68	Supp: Transition from education to work; Supp: Educational attainment; SSS: Career paths of persons with trade qualifications 1982; Census
Education experience and intentions	1.61–1.62	SSS: Education experience and intentions 1979; National Schools Collection
Estimated net migration (national and State)	1.39	Derived from estimates of overseas migration and interstate migration
Estimated resident population	1.38	Census counts updated by data on births, deaths and migration (see paragraphs 1.110 to 1.115)
Families and types of families	1.47–1.48	LFS; SSS: Families 1982
Family units	1.49–1.55	Census
Internal migration	1.43	Derived from data obtained in the Census, a supplementary topic associated with the LFS on internal migration and other administrative sources (see paragraph 1.116)
Language usage	1.56–1.57	Supp: Language usage; Census
Marital status	1.44–1.46	LFS; SSS: Families 1982; most other population surveys; Census

ABS concept/data item	Paragraph number	Collection source
Overseas arrivals and departures: permanent, long-term and short-term movement	1.40	Administrative by-product: overseas arrivals and departures
Persons attending school	1.59-1.60	LFS; Census
Schooling	1.58	LFS; various supplementary topics associated with the LFS; Census; National Schools Collection
Status and characteristics of migrants	1.42	Supp: Labour force status and characteristics of migrants

CHAPTER 2. EMPLOYMENT (INCLUDING UNDEREMPLOYMENT)

Adult/junior employees	2.33	AWE; EEH
Apprentices	2.37	Supp: Apprentices
Employed persons	2.4-2.11	LFS; Census; AWE; SEE; EEH; economic censuses and surveys; Survey of Tourist Accommodation
Employment experience over twelve months	2.41-2.42	Supp: Labour force experience
Employment/population ratio	2.16	LFS
Employment status	2.19	LFS; Census
Full-time/part-time employees	2.13-2.15	LFS; AWE; SEE; EEH; economic censuses and surveys
Industry and occupation of employed persons	2.20-2.25	Available in most collections for which data on employed persons are obtained
Labour utilisation	2.49-2.51	LFS
Managerial/non-managerial employee	2.34-2.36	AWE; SEE; economic censuses and surveys
Multiple jobholding	2.38-2.40	Supp: Multiple jobholding
Permanent/casual/temporary employee	2.12	SSS: Alternative working arrangements 1982
Private/government employees	2.26-2.32	Some supplementary topics associated with the LFS; Census; SEE; EEH; economic censuses and surveys
Status of worker	2.17-2.18	LFS; Census; economic censuses and surveys
Underemployment/fully employed	2.43-2.48	LFS

ABS concept/data item	Paragraph number	Collection source
CHAPTER 3. UNEMPLOYMENT		
Duration of unemployment	3.14	LFS
Duration of unemployment over a twelve-month period	3.15	Supp: Labour force experience
Industry and occupation of last full-time job	3.16	LFS
Job vacancies	3.18-3.20	JVOT
Methods of job attainment	3.13	LFS; Supp: Methods of job attainment
Persons looking for first job	3.11	LFS
Persons looking for work over a twelve-month period	3.12	Supp: Labour force experience
Status of worker in last full-time job	3.17	Supp: Persons retired from full-time work; Supp: Job search experience of unemployed persons
Unemployed persons	3.5-3.9	LFS; Census
Unemployment rate	3.10	LFS; Census
CHAPTER 4. PERSONS NOT IN THE LABOUR FORCE		
Actively looking for work	4.11	LFS; Supp: Persons not in the labour force; Supp: Job search experience of unemployed persons
Discouraged jobseekers	4.12	Supp: Persons not in the labour force
Persons in unpaid community and volunteer services	4.13-4.14	State supp: Voluntary welfare services (Victoria 1982; Queensland 1982)
Persons not in the labour force	4.4-4.5	LFS; Supp: Persons not in the labour force; Census
Persons out of the labour force over a twelve-month period	4.16	Supp: Labour force experience
Persons with marginal attachment to the labour force	4.7-4.8	Supp: Persons not in the labour force
Status of worker in last full-time job	4.15	Supp: Persons retired from full-time work; Supp: Job search experience of unemployed persons
Wanting to work and availability to work	4.9-4.10	Supp: Persons not in the labour force

ABS concept/data item	Paragraph number	Collection source
CHAPTER 6. AWARD RATES, EARNINGS AND INCOME		
Average weekly earnings	6.7	AWE; EEH
Award rates of pay	6.2–6.3	Award Rates of Pay Indexes
Family income	6.19–6.21	SSS: Income and Housing 1982; SSS: Families 1982; Census
Household income	6.22–6.24	SSS: Income and Housing 1982; SSS: Household Expenditure 1984; Census
Income sources	6.25–6.27	SSS: Income and Housing 1982; SSS: Household Expenditure 1984; SSS: Families 1982
Income unit	6.15–6.16	SSS: Income and Housing 1982; SSS: Families 1982; Census
Income unit income	6.17–6.18	SSS: Income and Housing 1982; SSS: Families 1982; Census
Individual income	6.12–6.14	SSS: Income and Housing 1982; SSS: Household Expenditure 1984; Census
Ordinary time earnings	6.6	AWE; EEH
Wages, salaries and supplements—Australian National Accounts	6.8–6.11	SEE; economic censuses and surveys; statistics of workers' compensation and superannuation funds
Weekly earnings of employees	6.4–6.5	Supp: Weekly earnings of employees; AWE; EEH
CHAPTER 7. NON-WAGE EMPLOYMENT BENEFITS		
Annual and long service leave	7.4	Supp: Annual and long service leave
Employment benefits	7.2–7.3	Supp: Employment benefits
Superannuation and life assurance	7.5–7.6	SSS: Superannuation 1982; Census of Superannuation Funds
CHAPTER 10. HOURS OF WORK, WORK PATTERNS AND PREFERENCES AND JOB SATISFACTION		
Alternative working arrangements/job satisfaction	10.14–10.15	SSS: Alternative working arrangements
Hours of work prescribed in awards	10.10	ARPI

ABS concept/data item	Paragraph number	Collection source
Hours paid for	10.7-10.9	Supp: Weekly earnings of employees; AWE; EEH
Hours worked	10.4-10.6	LFS; Supp: Weekly earnings of employees; Census
Overtime hours	10.11	JVOT
Working hours arrangements	10.12-10.13	SSS: Working hours arrangements 1981

CHAPTER 11. INDUSTRIAL RELATIONS

Cause of stoppage of work	11.18	Industrial Disputes Collection
Employer association	11.22	Administrative by-product collection of employer associations registered under the Commonwealth Conciliation and Arbitration Act
Industrial disputes	11.15	Industrial Disputes Collection
Method of ending the stoppage of work	11.19	Industrial Disputes Collection
Trade union (including employee association)	11.20	Census of Membership of Trade Unions and Employees Associations
Trade union membership	11.21	Census of Membership of Trade Unions and Employee Associations; SSS: Trade union members 1982
Workers involved in industrial disputes	11.16	Industrial Disputes Collection
Working days lost in industrial disputes	11.17	Industrial Disputes Collection

CHAPTER 12. OCCUPATIONAL HEALTH AND EMPLOYMENT INJURIES

Agency of accident	12.11	SSS: Australian Health Survey 1983; Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Commuting cases	12.15	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (Qld, W.A., S.A., Tas. A.C.T.)
Cost of claim (amount of compensation paid)	12.19	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (Vic., W.A., S.A., Tas., A.C.T.)
Duration of temporary disability	12.21	Industrial Accidents Collection (Vic., Qld)

ABS concept/data item	Paragraph number	Collection source
Employment injury	12.5	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Fatal employment injury	12.7	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Industry/occupation classification	12.17	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Location of injury	12.12	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Nature of injury	12.13	SSS: Australian Health Survey 1983; Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Occupational disease	12.6	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Permanent total/permanent partial/temporary disability	12.8	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Recess cases	12.16	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Re-opened claim	12.18	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Time lost	12.9	Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Type of accident	12.10	SSS: Australian Health Survey 1983; Workers' Compensation Statistics (N.S.W.); Industrial Accidents Collection (all other States)
Work injury	12.22	Industrial Accidents Collection (W.A.)

CHAPTER 13. LABOUR PRODUCTIVITY

Gross domestic product at constant prices	13.11-13.12	Australian National Accounts — derived from ABS sources
Gross product per person employed	13.13	Australian National Accounts — derived from ABS and non-ABS sources
Labour input	13.9-13.10	Australian National Accounts — derived from ABS and non-ABS sources

APPENDIX III

PUBLICATION TITLES

This appendix contains a list of the major relevant publication titles in which statistics from the collection sources listed in this Guide are presented. The titles shown relate, in most cases, to the major national publication(s) produced from each collection. State-specific publications are listed for collections where there is no national publication. Reference should be made to the ABS *Catalogue of Publications* (ABS Catalogue No. 1101.0) for further information on the publications shown in this Appendix, e.g. frequency of publication, number of pages, price (if applicable) and for information on other relevant publications. Major information papers produced by the ABS, which were used as reference works in the compilation of this Guide, are listed in Appendix IV.

ABS concepts defined in this Guide may be linked to publication titles by using this Appendix in conjunction with Appendix II.

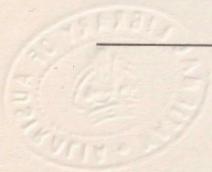
Collection sources are shown alphabetically.

Collection source	Publication title (ABS Catalogue No.)
Administrative by product collections —	
Births	<i>Births</i> (3301.0)
Deaths	<i>Deaths</i> (3302.0)
Education (see National Schools Collection)	
Health	<i>Hospital and Nursing Home In-patients, New South Wales</i> (4306.1)
	<i>Census of Mental Health and Long-Stay In-patients in Hospitals and Nursing Homes, New South Wales</i> (4310.1)
	<i>Public Hospital Morbidity, Victoria</i> (4301.2)
	<i>Hospital Morbidity, Queensland</i> (4303.3)

Collection source	Publication title (ABS Catalogue No.)
	<i>Hospital Morbidity Rates, Queensland (4304.3)</i>
	<i>Hospital Morbidity, South Australia (4302.4)</i>
Overseas arrivals and departures	<i>Overseas Arrivals and Departures (3401.0)</i>
	<i>Overseas Arrivals and Departures (3402.0)</i>
	<i>Overseas Arrivals and Departures (3404.0)</i>
Australian National Accounts	<i>Australian National Accounts: Gross Product by Industry (5211.0)</i>
	<i>Quarterly Estimates of National Income and Expenditure (5206.0)</i>
Award rates of pay indexes	<i>Award Rates of Pay Indexes (6312.0)</i>
AWE — Survey of Average Weekly Earnings	<i>Average Weekly Earnings, States and Australia (6302.0)</i>
	<i>Average Earnings and Hours of Employees (6304.0)</i>
Births (see administrative by-product collections)	
Census of Membership of Trade Unions and Employee Associations	<i>Trade Union Statistics (6323.0)</i>
Census of Population and Housing, 1981	<i>Census of Population and Housing, 1981-</i>
	<i>Preliminary Count, Australia, States and Territories (2209.0)</i>
	<i>Counts of Aboriginals and Torres Strait Islanders, Australia, States and Territories (2164.0)</i>
	<i>Cross-classified Characteristics of Persons and Dwellings (2444.0 to 2452.0)</i>
	<i>Families with Children Under 16 Years, New South Wales (2201.1)</i>
	<i>Internal Migration Between 1976 and 1981 by Local Government Areas, New South Wales (2202.1)</i>
	<i>Interstate Migration, Census of Population and Housing, 30 June 1981 (3411.0)</i>
	<i>Persons and Dwellings in Local Government Areas and Urban Centres (2401.0 to 2408.0)</i>



Collection source	Publication title (ABS Catalogue No.)
	<i>Summary Characteristics of Persons and Dwellings</i> (2435.0 to 2443.0)
Census of Superannuation Funds	<i>Census of Superannuation Funds</i> (5636.0)
	<i>Public Authority Pension and Superannuation Schemes</i> (5511.0)
Deaths (see administrative by product collections)	
Economic censuses and surveys	<i>Census of Mining Establishments: Details of Operations by Industry Class</i> (8402.0)
	<i>Census of Mining Establishments: Selected Items of Data Classified by Employment Size and Industry Class</i> (8410.0)
	<i>Census of Retail Establishments and Selected Service Establishments: Details of Operations by Industry Class</i> (8622.0)
	<i>Enterprise Statistics: Details by Industry Class (Enterprises Mainly Engaged in Mining, Manufacturing and Electricity and Gas Production, Distribution and Wholesale Trade)</i> (8103.0)
	<i>Manufacturing Establishments: Details of Operations by Industry Class</i> (8203.0)
	<i>Manufacturing Establishments: Selected Items of Data Classified by Industry and Employment Size</i> (8204.0)
	<i>Private Sector Construction Establishments: Details of Operations by Industry Class</i> (8714.0 to 8722.0)
	<i>Selected Transport Establishments: Details of Operations by Industry Class, Australia and States</i> (9104.0)
	<i>Selected Transport Establishments: Selected Items of Data Classified by Industry and Size, Australia and States</i> (9105.0)
EEH — Survey of Employee Earnings and Hours	<i>Distribution and Composition of Employee Earnings and Hours</i> (6306.0)
	<i>Incidence of Industrial Awards, Determinations and Collective Agreements</i> (6315.0)
Estimated resident population	<i>Australian Demographic Statistics</i> (3101.0)
	<i>Estimated Resident Population by Sex and Age: States and Territories of Australia</i> (3201.0)



Collection source	Publication title (ABS Catalogue No.)
Estimated resident population	<i>Estimated Resident Population by Sex, Age and Marital Status</i> (3220.0)
	<i>Estimated Resident Population by Sex and Birthplace</i> (3221.0)
	<i>Estimated Resident Population of Local Government Areas, New South Wales</i> (3206.1)
	<i>Estimated Resident Population in Local Government Areas, Victoria</i> (3203.2)
	<i>Estimated Resident Population and Area for Local Authority Areas, Queensland</i> (3202.3)
	<i>Estimated Resident Population in Local Government Areas, Western Australia</i> (3203.5)
	<i>Estimated Resident Population in Local Government Areas, South Australia</i> (3201.4)
	<i>Estimated Resident Population of Local Government Areas in Tasmania</i> (3201.6)
	<i>Estimated Resident Population of Selected Local Government Areas, Northern Territory</i> (3202.7)
	<i>Estimated Resident Population: Suburbs of Canberra Statistical District</i> (3205.8)
Industrial Accidents Collection —	
Victoria	<i>Industrial Accidents, Victoria</i> (6301.2)
Queensland	<i>Industrial Accidents, Queensland</i> (6301.3)
Western Australia	<i>Industrial Accidents, Western Australia</i> (6301.5)
South Australia	<i>Industrial Accidents, South Australia</i> (6301.4)
Tasmania	<i>Industrial Accident Statistics, Tasmania</i> (6301.6)
Australian Capital Territory	<i>Industrial Accidents, Australian Capital Territory</i> (6342.8)
Industrial Disputes Collection	<i>Industrial Disputes</i> (6321.0)
	<i>Industrial Disputes</i> (6322.0)
JVOT — Survey of Job Vacancies and Overtime	<i>Job Vacancies</i> (6231.0)
	<i>Overtime</i> (6330.0)

Collection source	Publication title (ABS Catalogue No.)
Labour Force Survey	<i>Employment, Underemployment and Unemployment, 1966-1983</i> (6246.0)
	<i>The Labour Force</i> (6203.0)
	<i>The Labour Force</i> (6204.0)
	<i>The Labour Force (Including Regional Estimates), New South Wales</i> (6201.1)
	<i>The Labour Force, Victoria</i> (6201.2)
	<i>The Labour Force, Victorian Regions</i> (6202.2)
	<i>The Labour Force, Queensland</i> (6201.3)
	<i>The Labour Force: Regional Estimates, Queensland</i> (6204.3)
	<i>The Labour Force (Including Regional Estimates), South Australia</i> (6201.4)
National Schools Collection	<i>National Schools Statistics Collection</i> (4220.0)
SEE — Survey of Employment and Earnings	<i>Employed Wage and Salary Earners</i> (6248.0)
SSS (Special Supplementary Surveys) —	
Alternative Working Arrangements	<i>Alternative Working Arrangements 1982</i> (6341.0)
Australian Health Survey 1983	<i>Medical and Other Conditions Reported</i> (4318.0)
Career Paths of Persons with Trade Qualifications 1982	<i>Career Paths of Persons with Trade Qualifications</i> (6243.0)
Education Experience and Intentions 1979	<i>Education Experience and Intentions Survey</i> (4212.0)
Families 1982	<i>Australian Families</i> (4408.0)
	<i>Family Formation and Dissolution</i> (4411.0)
Household Expenditure 1984	<i>1984 Household Expenditure Survey (Preliminary)</i> (6529.0)
	<i>1984 Household Expenditure Survey, Expenditure by Principal Source of Income of Households (Preliminary)</i> (6534.0)
	<i>Information Paper: 1984 Household Expenditure Survey</i> (6527.0)
	Further publications from this survey will be released throughout 1986

Collection source	Publication title (ABS Catalogue No.)
Income and Housing 1982	<i>Income and Housing Survey</i> —
	<i>Income of Individuals</i> (6502.0)
	<i>Income of Individuals, States and Territories</i> (6505.0)
	<i>Income of Income Units</i> (6523.0)
	<i>Income Units and Families</i> (6524.0)
	<i>Characteristics of Income and Housing</i> (6525.0)
	<i>Housing Costs</i> (6526.0)
Superannuation 1982	<i>Superannuation</i> (6319.0)
Trade Union Members 1982	<i>Trade Union Members</i> (6325.0)
Working Conditions 1979	<i>Working Conditions</i> (6335.0)
Working Hours Arrangements 1981	<i>Working Hours Arrangements</i> (6338.0)
	<i>Working Hours Arrangements — Supplementary Tables</i> (6339.0)
State supplementary topics associated with the LFS —	
Victoria, Voluntary welfare services, 1982	<i>Provision of Welfare Services by Volunteers, Victoria</i> (4401.2)
Queensland, Voluntary welfare services, 1982	<i>Provision of Welfare Services by Volunteers, Queensland</i> (4401.3)
Supplementary topics associated with the LFS —	
Annual and long service leave	<i>Annual and Long Service Leave Taken</i> (6317.0)
Apprentices	<i>Transition from Education to Work</i> (6227.0)
Educational attainment	<i>Labour Force Status and Educational Attainment</i> (6235.0)
Employment benefits	<i>Employment Benefits</i> (6334.0)
Family status	<i>Labour Force Status and Other Characteristics of Families</i> (6224.0)
Internal migration	<i>Internal Migration</i> (3408.0)
Labour force experience	<i>Labour Force Experience</i> (6206.0)
Labour mobility	<i>Labour Mobility</i> (6209.0)
Language usage	<i>Language Survey</i> (4504.0)

Collection source	Publication title (ABS Catalogue No.)
Method of job attainment	<i>Methods of Obtaining Jobs</i> (6245.0)
Migrant characteristics	<i>Characteristics of Migrants Aged 18 Years and Over at Time of Arrival and Who Arrived after 1960</i> (6250.0)
Multiple jobholding	<i>Multiple Jobholding</i> (6216.0)
Persons looking for work	<i>Job Search Experience of Unemployed Persons (Excluding Persons Who Were Stood Down)</i> (6222.0)
Persons not in the labour force	<i>Persons Not in the Labour Force (Including Persons Who Wanted to Work but Who Were Not Defined as Unemployed)</i> (6220.0)
Persons retired from full-time work	<i>Persons Retired from Full-time Work</i> (6238.0)
Retirement intentions	<i>Persons Who Intend to Retire from Full-time Work</i> (6258.0)
Transition from education to work	<i>Transition from Education to Work</i> (6227.0)
Weekly earnings of employees	<i>Weekly Earnings of Employees (Distribution)</i> (6310.0)
Survey of Tourist Accommodation	<i>Tourist Accommodation</i> (8635.0)
Workers' Compensation Statistics (N.S.W.)	Workers' Compensation Statistics, New South Wales—annual, published by the NSW State Compensation Board (previously the Workers' Compensation Commission of New South Wales)

APPENDIX IV

BIBLIOGRAPHY

In addition to those ABS publications shown in Appendix III, the following publications were also used in the compilation of this Guide.

AUSTRALIAN BUREAU OF STATISTICS PUBLICATIONS

(a) Guides, Information and Technical Papers, etc.

A Guide to the Consumer Price Index (ABS Catalogue No. 6440.0)

Australian National Accounts: Concepts, Sources and Methods (5216.0)

Catalogue of Publications (1101.0)

Employment, Underemployment and Unemployment, Australia, 1966-1983 (6246.0)

Information Paper: Average Weekly Earnings — New Series to Replace Former Payroll Tax Based Series (6336.0)

Information Paper: Award Rates of Pay Indexes — New Series to Replace Wage Rates Indexes (6343.0)

Information Paper: Census 1981 —

Dwelling, Household, Family (2150.0)

Education Qualifications (2149.0)

Income (2151.0)

Industry (2147.0)

Language (2152.0)

Making Sense of Census 1981 (2140.0)

Occupation (2148.0)

Usual Residence and Internal Migration (2155.0)

Information Paper: New Statistical Series — Employment, Average Weekly Earnings, Job Vacancies and Overtime (6256.0)

Information Paper: Population Estimates — An Outline of the New Conceptual Basis of ABS Population Estimates (3216.0)

Information Paper: Population Survey Program, Canberra, January 1985

Information Paper: Population Surveys, 1960 to 1985 (1115.1)

Information Paper: Questionnaires Used in the Labour Force Survey (6232.0)

Information Paper: Review of ABS Employment Statistics (6239.0)

Information Paper: Review of the Consumer Price Index (6450.0)

Information Paper on the Sources of Labour Statistics (6101.1)

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Technical Paper: Estimates of Residents Temporarily Overseas, Visitors in Australia and Category Jumping (3104.0)

Technical Paper: Methods and Procedures in the Compilation of Estimated Resident Population 1981 and in the Construction of the 1971-81 Time Series (3103.0)

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(b) Occasional and Professional Papers

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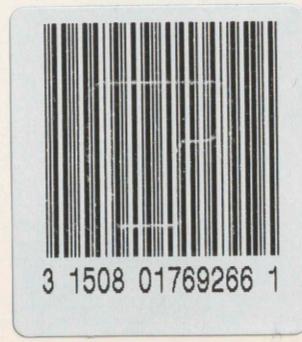
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